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VICE-CHAIRPERSON  
RYAN SEBOLT

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

FINANCE COMMITTEE  
MARK GREBNER, CHAIR  
THOMAS MORGAN  
TODD TENNIS  
BYRAN CRENSHAW  
MARK POLSDOFER  
RANDY SCHAFFER  
RANDY MAIVILLE

**INGHAM COUNTY BOARD OF COMMISSIONERS**  
*P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264*

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, JANUARY 16, 2019 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [December 5, 2018 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office – Resolution to Authorize an Agreement with the [LeadsOnline Company](#)
2. Prosecuting Attorney – Resolution for the Ingham County Prosecutor's Office to Accept a \$5000.00 Donation for the Care and Maintenance of [Support Dog](#)
3. Circuit Court – Family Division – Resolution to Amend Acceptance of [Michigan Drug Court Grant](#) for the Ingham County Family Dependency Treatment Court
4. Facilities
  - a. Resolution to Authorize a Purchase Order from A&B Equipment & Sons, Inc. for the [Replacement Dryer](#) at the Jail
  - b. Resolution to Authorize an Agreement with TAB Products Co. LLC. for the Mobile [Filing System](#) at the Hilliard Building and Veterans Memorial Courthouse (VMC)
  - c. Resolution to Authorize an Agreement with Safety Systems Inc. for the Reconfigurations of the [Fire Suppression System](#) in the 3<sup>rd</sup> Floor ITD's Server Room at the Hilliard Building
5. 9-1-1 Dispatch Center – Resolution to Authorize a Contract with AT&T for [Telephone Services](#) for the Ingham County 9-1-1 Center
6. Fair – Resolution to Authorize a Contract with [Dietz Janitorial](#) for as Needed Cleaning at the Ingham County Fairgrounds Community Hall
7. Health Department
  - a. Resolution to Extend Cooperative Operational Agreement with the Ingham [Community Health Center](#) Board of Directors
  - b. Resolution to Authorize the Acceptance of Complimentary Movie [Theater Passes](#) from NCM
  - c. Resolution to Accept an Award through the National Maternal and Child Oral Health Resource Center at [Georgetown University](#)

8. Farmland and Open Preservation Board
  - a. Resolution to Approve the Ranking of the 2019 Farmland and Open Space Preservation Programs [Application Cycle Ranking](#) and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties
  - b. Resolution to Authorize a Contract with [Sheridan Land Consulting](#) for Consulting Services to the Ingham County Farmland and Open Space Preservation Board
9. Ingham Conservation District – Resolution to Authorize an Agreement with the Ingham [Conservation District](#)
10. Drain Commissioner
  - a. Resolution Pledging Full Faith and Credit to [Cook and Thorburn Drain Drainage District Refunding Bonds](#)
  - b. Resolution Pledging Full Faith and Credit to [Gilbert and West Town Intercounty Drain Drainage District Refunding Bonds](#)
11. Innovation and Technology
  - a. Resolution to Approve the Purchase of an [Encryption Solution](#) from Imagesoft
  - b. Resolution to Approve the Renewal of the AT&T Mobility [Netmotion Software Annual Support](#)
  - c. Resolution to Approve the [UPS Support](#) Contract from CDWG
12. Road Department – Resolution to Authorize Purchase of Softree Technical Systems, Inc. Design Software and Bentley Systems, Inc. [Graphics Software](#)
13. Board of Commissioners – Appointments to the Equalization Subcommittee (*No Material*)

Announcements  
Public Comment  
Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES  
OR SET TO MUTE OR VIBRATE TO AVOID  
DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at [www.ingham.org](http://www.ingham.org).

FINANCE COMMITTEE  
December 5, 2018  
Draft Minutes

Members Present: Grebner, Crenshaw, Slaughter, Morgan and Schafer.

Members Absent: Tennis and Triplett.

Others Present: Treasurer Eric Schertzing, Undersheriff Andy Bouck, Fire Chief Brian Ball, Jodi LeBombard, David Stoker, Bonnie Toskey, Lori Noyer, Becky Bennett, Teri Morton, Michael Townsend, Lindsey LaForte, Tyler A Smith and others.

The meeting was called to order by Chairperson Grebner at 6:00 p.m. in Conference Room D & E of the Human Services Building, 5303 South Cedar Street, Lansing, Michigan.

Approval of the November 20, 2018 Open and Closed Meeting Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER STATED THE NOVEMBER 20, 2018 MEETING MINUTES WERE APPROVED AS PRESENTED. Absent: Commissioners Tennis and Triplett.

Additions to the Agenda

13. Human Resources

- g. Resolution to Authorize Job Description Amendment and Reclassification of the Volunteer Assistant to a Volunteer Coordinator at the Ingham County Animal Control and Shelter
- h. Resolution Amending Resolution #18-497 Authorizing Positions, Contracts and Other Expenses to Increase Treatment Programming as Authorized by the Justice Millage
- i. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Ingham County Employees Association, Parks Rangers Unit
- j. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the OPEIU Local 459, AFL-CIO, Circuit Court/Family Division Professional Employees Unit
- k. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Ingham County Employees Association, Public Health Nurses Unit
- l. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Ingham County Employees Association, County Professionals Unit
- m. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Capitol City Labor Program, Inc. Animal Control Officers, Veterinarian Technicians and Animal Care Specialists Unit
- n. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Capitol City Labor Program, Inc. 911 Non-Supervisory Unit

14. Board of Commissioners
  - c. Resolution Appointing Russel Church as Ingham County Chief Public Defender

Substitutes –

5. Community Corrections – Resolution to Authorize a Contract with Alcohol Drug Administrative Monitoring, Inc. for Drug Testing and Breathalyzer Services
7. Health Services Millage – Resolution Authorizing a Health Services Millage Contract with the Ingham Health Plan Corporation (IHPC)
10. Health Department
  - d. Resolution to Amend Agreement with MSU College of Nursing
13. Human Resources
  - b. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit
  - c. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the UAW TOPS Unit
  - d. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Command Officers Association of Michigan 911 Supervisors Unit
  - e. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Ingham County Employees Association Assistant Prosecuting Attorneys Division
14. Board of Commissioners
  - a. Resolution Authorizing Commissioner Compensation for 2019 and 2020

#### Limited Public Comment

Mike Cheltenham stated that he had recently succeeded Lisa McCormick as Chief Assistant Prosecuting Attorney, and wanted to introduce himself.

Undersheriff Andy Bouck stated that he had heard that an agenda item involving corporate counsel was on the agenda. He further stated that the Sheriff's Office was completely happy with the representation provided by Cohl, Stoker & Toskey, PC.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFFER, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

1. Homeland Security and Emergency Management – Resolution to Authorize a Contract with the State of Michigan, Making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and Accept the FY 2018 Homeland Security Grant Program Funds

2. Prosecuting Attorney – Resolution to Authorize the Continued Acceptance of Grant Funds for a Detective Currently Employed by Ingham County for the Sexual Assault Kit Initiative
3. Treasurer’s Office – Resolution to Aid Transfer of Unsold Tax Reverted Properties Rejected by Local Units to the Ingham County Land Bank Fast Track Authority
4. Circuit Court
  - a. Resolution Authorizing Imagesoft Project Change Request #19532 for UAT Extension, Enhancements, Hardware and Software
  - b. Resolution to Accept the FY 2019 Mental Health Court Operational Grant and Amend Subcontract Amounts Cited in Resolution #18-392
  - c. Resolution to Accept the FY 2019 Swift and Sure Sanctions Probation Program Grant and Amend Subcontract Amounts Cited in Resolution #18-396
5. Community Corrections – Resolution to Authorize a Contract with Alcohol Drug Administrative Monitoring, Inc. for Drug Testing and Breathalyzer Services
6. 9-1-1 Dispatch Center
  - a. Resolution to Authorize a Contract with Motorola Solutions, Inc. for Replacement of the Ingham County Public Safety Radio System
  - b. Resolution to Authorize a Contract with Televate for Project Management Services for Ingham County 9-1-1’s Public Safety Radio System
  - c. Resolution to Authorize an Equipment Lease-Purchase Agreement with Motorola Solutions, Inc.
8. Fair
  - a. Resolution to Authorize an Extension to a Contract with Jared A. Beduhn Excavating and Landscaping for Excavation Services at the Ingham County Fairgrounds
  - b. Resolution to Authorize an Extension to a Contract with Iverson Electric, Inc. for as Needed Electrical Maintenance at the Ingham County Fairgrounds
9. Parks Department
  - a. Resolution to Authorize a Contract with Marine Automated Dock Systems, Inc.
  - b. Resolution Authorizing Funding for Signage for Trails and Parks Millage Projects from the Trails and Parks Millage Fund
10. Health Department
  - a. Resolution to Enter into a Michigan Agriculture Environmental Assurance Program (MAEAP) Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development (MDARD)
  - b. Resolution to Authorize an Agreement with Curis Consulting
  - c. Resolution to Accept Grant Funding from Mid-State Health Network
  - d. Resolution to Amend Agreement with MSU College of Nursing
  - e. Resolution to Function as Medicaid Match Partner with Pediatric Foundation of Michigan

- f. Resolution to Authorize an Agreement with Roger L. Donaldson, AIA P.L.C. for Architectural Services
11. Innovation and Technology
    - a. Resolution to Approve the Renewal of the Imagesoft and Onbase Annual Support
    - b. Resolution to Approve the Purchase of Bomgar Software from CDW-G
  12. Road Department – Resolution to Retain As-Needed Signal Modeling and Timing Permit Preparation Services
  13. Human Resources
    - a. Resolution to Approve the Amendment of the CCLP Letter of Understanding Regarding Academy Sponsorship
    - b. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit
    - c. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the UAW TOPS Unit
    - d. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Command Officers Association of Michigan 911 Supervisors Unit
    - e. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Ingham County Employees Association Assistant Prosecuting Attorneys Division
    - f. Resolution Approving Modifications to the 2019 Managerial and Confidential Employee Personnel Manual
    - g. Resolution to Authorize Job Description Amendment and Reclassification of the Volunteer Assistant to a Volunteer Coordinator at the Ingham County Animal Control and Shelter
    - h. Resolution Amending Resolution #18-497 Authorizing Positions, Contracts and Other Expenses to Increase Treatment Programming as Authorized by the Justice Millage
    - i. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Ingham County Employees Association, Parks Rangers Unit
    - j. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the OPEIU Local 459, AFL-CIO, Circuit Court/Family Division Professional Employees Unit
    - k. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Ingham County Employees Association, Public Health Nurses Unit
    - l. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Ingham County Employees Association, County Professionals Unit
    - m. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Capitol City Labor Program, Inc. Animal Control Officers, Veterinarian Technicians and Animal Care Specialists Unit
    - n. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Capitol City Labor Program, Inc. 911 Non-Supervisory Unit

14. Board of Commissioners
  - b. Resolution Approving Annual 2019 Compensation for Non-Judicial County-Wide Elected Officials
  - c. Resolution Appointing Russel Church as Ingham County Chief Public Defender
  
15. Controller/Administrator's Office
  - a. Resolution Authorizing Adjustments to the 2018 Ingham County Budget
  - b. Resolution to Approve an Agreement with the City of Lansing for the Reimbursement of Transition Costs Under the County's Michigan Indigent Defense Commission (MIDC) Compliance Plan
  - c. Resolution to Approve an Agreement with the City of East Lansing for the Reimbursement of Transition Costs Under the County's Michigan Indigent Defense Commission (MIDC) Compliance Plan
  - d. Resolution to Authorize an Amendment to the Contract for Legal Services

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Tennis and Triplett.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Tennis and Triplett.

7. Health Services Millage – Resolution Authorizing a Health Services Millage Contract with the Ingham Health Plan Corporation (IHPC)

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE RESOLUTION.

Commissioner Morgan stated that the Human Services Committee had approved the resolution on December 3, 2018 with amendments. He stated that the Human Services Committee had amended the resolution to increase the total funding to \$1.5 million, and to reduce the allowable percentage used for administrative expenses to 15%

Commissioner Morgan stated that the change to the percentage was not reflected in the text of the resolution under consideration.

MOVED BY COMM. MORGAN, SUPPORTED BY COMM. SLAUGHTER TO AMEND THE RESOLUTION AS FOLLOWS:

BE IT FURTHER RESOLVED, the annual not to exceed amount of \$1,500,000 includes administrative costs, which will be capped at ~~2015~~ 15% of medical expenses paid to IHPC, with the administrative costs requested to be reimbursed by the County listed clearly on each monthly invoice.

Lori Noyer, Ingham Health Plan Corporation Executive Director, stated that the maximum allowance for administrative expenses agreed upon on at the December 3, 2018 Human Services meeting had been \$225,000.





MOVED COMM. MORGAN, SUPPORTED BY COMM. SCHAFER, TO AMEND AS FOLLOWS:

~~BE IT FURTHER RESOLVED, that Health Services Millage funds will not be used to provide benefits to IHPC members who are eligible for insurance coverage under the ACA unless those individuals have been granted an income related or hardship exemption.~~

THE MOTION TO AMEND CARRIED UNANIMOUSLY. Absent: Commissioners Tennis and Triplett.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioners Tennis and Triplett.

14. Board of Commissioners

- a. Resolution Authorizing Commissioner Compensation for 2019 and 2020

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE RESOLUTION.

Becky Bennett, Board of Commissioners Director, distributed a handout detailing Commissioner per diem compensation rates from 1977 to 2018.

Director Bennett stated that at its December 4, 2018 meeting, the County Services Committee had approved an increase of 2% in salary for 2019, and no increase for 2020. She further stated that the County Services Committee had approved an increase in per diem compensation from \$60 to \$75.

Commissioner Grebner stated that the Board of Commissioners had at one time prohibited per diem compensation, but had paid mileage. He further stated Commissioner Schafer had more mileage than anyone else, because he lived farthest away from the County seat.

Commissioner Schafer stated that he had never collected mileage in his entire career. He further stated he would like to know what the increase in overall cost would be if all Commissioners attended all meetings and collected the new per diem.

Commissioner Grebner stated that he estimated a 7-8% increase in per diem costs. He further stated that he would like to know what the current Board of Commissioner salaries were.

Director Bennett stated that current Board of Commissioner salaries were \$11,647.

Commissioner Grebner estimated that with per diem compensation, the total would be about \$16,500 a year per commissioner. He further stated that the maximum increase in compensation to Commissioners from the resolution would be about \$1,200, or 7.2-7.4%.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SLAUGHTER, TO AMEND THE RESOLUTION AS FOLLOWS:

WHEREAS, the Board of Commissioners wishes to establish the Commissioners' Compensation for the period of January 1, 2019 through **December 31, 2020**, with an **increase of 2 %** ~~increase for 2019 and a \_\_\_% increase for 2020.~~ **beginning January 1, 2019.**

This was considered a friendly amendment.

Chairperson Grebner stated that WHEREAS clauses in Board of Commissioners resolutions generally have no legal effect.

THE MOTION TO APPROVE THE RESOLUTION CARRIED. **Yeas:** Grebner, Slaughter, and Crenshaw. **Nays:** Morgan and Schafer. **Absent:** Tennis and Triplett.

#### Announcements

Commissioner Crenshaw thanked Chairperson Grebner for his leadership, insight, and historical perspective.

Commissioner Schafer stated that as minority member he wanted to thank Chairperson Grebner. He further stated that 2018 had been great year, and that he appreciated the open forum Chairperson Grebner provided.

Commissioner Schafer stated that he looked forward to next year.

Commissioner Morgan stated that he echoed Commissioner Crenshaw and Commissioner Schafer's comments, and that he appreciated Chairperson Grebner for helping him learn the job.

Commissioner Slaughter thanked Chairperson Grebner for his help during the short time Commissioner Slaughter had been a member of the Committee. He further stated that while he would not be a member of the Finance Committee in 2019, he wanted to learn more.

Discussion.

Chairperson Grebner stated he tried to be educational, and that he tried to go out of his way to allow others to get information in and contribute arguments. He further stated that it would be very difficult to run a committee if the rules were not followed.

#### Public Comment

None.

#### Adjournment

The meeting was adjourned at 6:26 p.m.

## **January 16, 2019 FINANCE AGENDA STAFF REVIEW SUMMARY**

### **RESOLUTION ACTION ITEMS:**

#### **The Controller's Office recommends approval of the following resolutions:**

**1. Sheriff's Office – *Resolution to Authorize an Agreement with the LeadsOnline Company***

This resolution would approve an agreement with the LeadsOnline Company for a period of 3 years at a cost of \$5,961 per year. This agreement will allow the Ingham County Sheriff's Office to access a nationwide database containing information regarding items pawned and/or for sale. Deputies and detectives will have the ability to identify stolen property that has been pawned illegally or listed for sale, as well as the persons responsible. This capability would enhance the ability to solve crimes where property was stolen and sold to pawn shops, and/or listed for sale. This nationwide search capability is proprietary and currently only being offered by LeadsOnline. Funds for this agreement are available within the Sheriff's operating budget. See memo for details.

**2. Prosecuting Attorney – *Resolution for the Ingham County Prosecutor's Office to Accept a \$5,000.00 Donation for the Care and Maintenance of Support Dog***

The Ingham County Prosecutor's Office will receive a support dog who has been trained and evaluated consistent with the Assistance Dogs International Standards to provide emotional support to children and adults within the court system. Manvir (Mick) Grewal Sr. and David S. Mittleman of Grewal Law PLLC have offered a donation of \$5,000 to provide for the care and maintenance of the support dog for the first year. This resolution would approve the acceptance of this donation and expenditure of the funds for the anticipated cost for care and maintenance of the support dog, including food, grooming supplies, toys and treats, a dog license, boarding, training for the handler, and veterinary care and supplies. See memo for details.

**3. Circuit Court – Family Division – *Resolution to Amend Acceptance of Michigan Drug Court Grant for the Ingham County Family Dependency Treatment Court***

This resolution would amend Resolution #18-399, which authorized the County to enter into agreements with several subcontractors as part of the Michigan Drug Court Grant Program.

The Michigan Drug Court Grant Program, administered by the State Court Administrative Office, has awarded a grant in the amount of \$150,000 to the Ingham County Circuit Court's Family Dependency Treatment Court. The grant period runs October 1, 2018 through September 30, 2019. The grant award is less than the requested amount, requiring budget adjustments. This resolution would amend the amounts on the subcontracts as follows:

- Mid-Michigan Recovery Services decreased from \$47,387.50 to \$17,337.00
- House Arrest Services decreased from \$12,000.00 to \$10,000.00
- Forensic Fluids decreased from \$15,000.00 to \$12,071.25
- Dr. Norman Miller, MD, JD, PLLC, decreased from \$6,000.00 to \$0.00
- Alcohol Drug Administrative Monitoring, Inc., decreased from \$18,304.00 to \$9,152.00

See memo for details.

**4a. Facilities** – *Resolution to Authorize a Purchase Order from A&B Equipment & Sons, Inc. for the Replacement Dryer at the Jail*

This resolution would authorize the purchase of a replacement dryer at the Ingham County Jail from A&B Equipment & Sons, Inc. for a total cost of \$5,693.52. The replacement is necessitated due to a fire in December 2018 inside one of the five dryers in that services the inmate population in the Ingham County Jail. This dryer is equivalent to the unit being replaced, with a built in fire suppression system and prison security package, and a 5 year limited parts warranty.

Ingham County's will utilize its agreement with the Hospital Purchasing Services (HPS) Contract for the purchase of the dryer allowing for a 28% discount off of the list price. Funds for this project are available within the Liability Insurance fund.

**4b. Facilities Department** – *Resolution to Authorize an Agreement with TAB Products Co. LLC. for the Mobile Filing System at the Hilliard Building and Veterans Memorial Courthouse*

This resolution would approve an agreement with TAB Products, Co. LLC for the Mobile Filing System at the Hilliard Building and the Veterans Memorial Courthouse (VMC). The current rolling file storage system at these locations that service the Clerk's office and the 30<sup>th</sup> Circuit Court, has outlived its life expectancy and deteriorated to the point of causing safety concerns. Resolution #18-223 was adopted in May 2018 approving the replacement of this rolling file storage, with funds to exceed \$260,000 allocated from the general fund balance.

This vendor was chosen following Ingham County's Purchasing Department's policies and procedures.

The existing systems will be replaced as follows:

- The Hilliard Building system will be replaced with an electronic mobile filing system, installing a locking system and an intermediate security system for a total cost of \$ 107,382.
- The Veterans Memorial Courthouse system will be retrofitted with an electric system to include installing an intermediate security system for a total cost of \$62,591.

The requested budget also includes a \$15,000 contingency for a total project cost of \$184,973.

**4c. Facilities Department** – *Resolution to Authorize an Agreement with Safety Systems Inc. for the Reconfigurations of the Fire Suppression System in the 3<sup>rd</sup> Floor ITD's Server Room at the Hilliard Building*

In order to properly monitor the main datacenter in Mason, Information and Technology Department personnel need to monitor lights on the devices, temperatures and humidity levels. Ideally, team members should also work in proximity to each other. The Facilities Department determined that work cubicles in server room and the fire suppression system must be reconfigured to accommodate these best practices. The Facilities Department recommends approval of a resolution in support of an agreement with Safety Systems Inc. to reconfigure the fire suppression system in an amount not to exceed \$5,985.

5. **9-1-1 Dispatch Center** – *Resolution to Authorize a Contract with AT&T for Telephone Services for the Ingham County 9-1-1 Center*

This resolution would authorize a contract with AT&T for the 9-1-1 Center phone services at a total cost of \$1,589.66 per month and \$0.09 for each local call, totaling approximately \$30,000 annually, for the time period of November 26, 2018 through October 31, 2021. Funding is available within the 9-1-1 Center budget. Ingham County has used AT&T for its 9-1-1 Center Telephone services since opening in 2012. There was a three year renewal of the service in October of 2016 which expired November 1, 2018. The 9-1-1 Center has 61 (Centrex) lines that are used in processing non-emergent calls. As we move to changing our phone system to a fully Nex-Gen 9-1-1 phone system late this year, we will be able to adjust the costs of the lines as there will not be a per call fee on local calling.

See memo for details.

6. **Fair** - *Resolution to Authorize a Contract with Dietz Janitorial for as Needed Cleaning at the Ingham County Fairgrounds Community Hall*

This resolution authorizes awarding a contract to Dietz Janitorial Services for one year effective the date of execution with an additional two year extension option, for as needed cleaning services at the Ingham County Fairgrounds Community Hall at a cost not to exceed \$10,000. Funds for this contract are included in the 2019 budget.

7a. **Health Department** - *Resolution to Extend Cooperative Operational Agreement with the Ingham Community Health Center Board of Directors*

This resolution extends the Cooperative Operational Agreement with Ingham CHC Board of Directors for six months, effective January 1, 2019 through June 30, 2019. Additionally, it adopts the Bylaws developed by the ICHC Board of Directors, which are included as an attachment to the Cooperative Operational Agreement.

7b. **Health Department** - *Resolution to Authorize the Acceptance of Complimentary Movie Theater Passes from NCM*

This resolution accepts 6 movie theater passes from National CineMedia. The Health Department will use these passes to incentivize community members to give feedback on ICHD's communication initiatives. The passes will be provided to community members who participate in activities such as focus groups or surveys.

7c. **Health Department** - *Resolution to Accept an Award Through the National Maternal and Child Oral Health Resource Center at Georgetown University*

This resolution accepts a \$10,000 award through the National Maternal and Child Oral Health Resource Center (OHRC) at Georgetown University (GU) for participation in the *Partnership for Integrating Oral Health Care into Primary Care* project, for the term of January 1, 2019 through June 30, 2019.

8a. **Farmland and Open Space Preservation** – *Resolution to Approve the Ranking of the 2019 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties*

The Farmland and Open Space Preservation Board seeks approval of the 2018 application cycle ranking which establishes a priority for the top applications. The Purchasing Department is responsible for negotiating prices with landowners for the purchase of conservation easements. Consideration of ranked applications will conform

to provisions of the Ingham County Purchasing Policy bid process in negotiation of easement values. Future costs associated with proceeding with negotiations on the top scoring farms include property appraisal, survey, title commitment, and insurance costs. Those costs are included in the 2019 budget.

**8b. Farmland and Open Space Preservation – Resolution to Authorize a Contract with Sheridan Land Consulting for Consulting Services to the Ingham County Farmland and Open Space Preservation Board**

Ingham County has contract with Sheridan Land Consulting for services to the Ingham County Farmland and Open Space Preservation Board since inception of the program. The most recent contract extension, authorized under Resolution 14-019, expired on December 31, 2018. Sheridan Land Consulting submitted a proposal to provide services for the duration of the term of the current Farmland and Open Space Preservation Millage from January 1, 2019 through December 31, 2028. The total annual cost of the contract would not exceed \$75,104 in 2019 with increases annually at a rate consistent with the Consumer Price Index's Annual Inflation rate as authorized in Board of Commissioners Resolution #13-439.

**9. Ingham Conservation District – Resolution to Authorize an Agreement with the Ingham Conservation District**

Ingham Conservation District made a budget request to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support. An allocation of \$8,089 is included in the approved 2019 budget for the Conservation District, which seeks approval of a resolution to affirm a contract to allow for fund disbursement.

**10a. Drain Commissioner – Resolution Pledging Full Faith and Credit to Cook and Thornburn Drainage District Refunding Bonds**

The Drain Commissioner has asked that the Board of Commissioners grant full faith and credit of Ingham County to Cook and Thornburn Drainage District Refunding bonds. A pledge of full faith and credit helps to obtain a lower interest rate on the debt, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for the project. This drain project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the project, the Drain Commissioner intends to issue the Drainage District's bonds in an amount not to exceed \$6,240,000. Principal and interest payments on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District.

**10b. Drain Commissioner – Resolution Pledging Full Faith and Credit to Gilbert and West Town Intercounty Drainage District Refunding Bonds**

The Drain Commissioner has asked that the Board of Commissioners grant full faith and credit of Ingham County to Gilbert and West Town Intercounty Drainage District Refunding bonds. A pledge of full faith and credit helps to obtain a lower interest rate on the debt, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for the project. This drain project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the project, the Drain Commissioner intends to issue the Drainage District's bonds in an amount not to exceed \$1,485,000. Principal and interest payments on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District.

**11a. Innovation and Technology Department – Resolution to Approve Purchase of an Encryption Solution from Imagesoft**

OnBase is a comprehensive document imaging and workflow platform heavily utilized by the courts and a few other departments. The platform is key to document management protocols and several new projects will increase efficiency. Data stored on this platform is highly sensitive and demands a more robust encryption effort. The Information and Technology Department recommends approval of a resolution to authorize purchase of an encryption solution from Imagesoft at a total cost not to exceed \$17,575.

**11b. Innovation and Technology Department – Resolution to Approve the Renewal of the AT&T Mobility Netmotion Software Annual Support**

All data obtained through the Law Enforcement Information Network (LEIN) must be kept in a physically secure datacenter and transmitted across a secured or encrypted connection that is compliant with established federal standards. On May 24, 2016 the Board of Commissioners approved Resolution 16-219 to enter into an agreement with AT&T for the NetMotion Mobility Wireless Encrypted VPN client software to comply these requirements. This software allows the Sheriff's Office to use data outside of the physical Mason East complex. The Information and Technology Department recommends approval of a resolution for NetMotion support renewals from AT&T Mobility at a total cost not to exceed \$27,495.

**11c. Innovation and Technology Department – Resolution to Approve the UPS Support Contract from CDWG**

Nationwide Power has worked extensively with Ingham County to provide batteries, capacitors and filters on the uninterruptible power supply (UPS) in both the Mason facility datacenter and the 9-1-1 datacenter. They also provided reliable support services. These UPS devices ensure that systems and networks at our two datacenters remain operational in the event of a power failure. The Information and Technology Department recommends approval of a resolution to authorize a contract for UPS Support provided by Nationwide Power from CDWG at a total cost not to exceed \$22,708.62.

**12. Road Department – Resolution to Authorize Purchase of Softree Technical Systems, Inc. Design Software and Bentley Systems, Inc. Graphics Software**

The Road Department seeks approval of a resolution to authorize purchase of engineering design software and support services from Softree Technical Systems, Inc. and graphics software from Bentley Systems, Inc. The Road Department presently uses two Bentley Systems products to generate digital road and bridge construction plans. The design function is provided by OpenRoads Designer and graphics function is provided by MicroStation. The Department intends to continue using MicroStation, but wishes to replace OpenRoads Designer with Softree Technical Systems, Inc. RoadEng design software. The proposed resolution would authorize purchase of three Softree, RoadEng software licenses at a cost of \$7,120 and renew five existing licenses for use of the Bentley, MicroStation software at a cost of \$5,070.

**PRESENTATION/DISCUSSION/OTHER ITEM:**

**13. Board of Commissioners – Appointments to the Equalization Subcommittee (*No Material*)**

## Agenda Item 1

**TO:** Law & Courts Committee  
Finance Committee

**FROM:** Captain Greg Harris

**DATE:** 12-20-18

**RE:** LeadsOnline Investigative Tool

This is a resolution requesting the Ingham County Sheriff's Office be allowed to enter into an agreement with the LeadsOnline Company for a period of 3 years at a cost of \$5,961.00 each year.

The Ingham County Sheriff's Office will be able to access a nationwide database that contains information regarding items pawned and/or for sale. The contract would allow deputies and detectives the ability to not only identify stolen property that has been pawned illegally or listed for sale, but also the persons responsible. The nationwide search capabilities is proprietary and currently only being offered by LeadsOnline. This company would also allow us to "flag" a particular individual and allow us to "track" their pawn history. This capability would enhance our ability to solve crimes where property was stolen and sold to pawn shops, and/or listed for sale.



Introduced by the Law & Courts and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE LEADSONLINE COMPANY**

WHEREAS, the Ingham County Sheriff's Office is responsible for responding to and investigating crimes that occur within Ingham County specifically to those without dedicated Police services; and

WHEREAS, one of the responsibilities is the investigation of stolen property; and

WHEREAS, one of the tools afforded is a Nationwide database containing pawn records and the identification of those responsible for them; and

WHEREAS, online classifieds such as EBAY are linked into this database and are searchable; and

WHEREAS, the sole provider of such a database is the LeadsOnline Company; and

WHEREAS, the access provided to deputies and detectives will further enhance their abilities to recover stolen property for the citizens of the county and hold those accountable through the due process of the Courts.

THEREFORE BE IT RESOLVED, that Ingham County recognizes LeadsOnline as a sole source service provider enabling access to data described here within.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Sheriff's Office to enter into an agreement with LeadsOnline at a cost not to exceed \$5,961.00 per year, for 3 years.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary adjustments to the 2019-2021 Sheriff's Office budgets consistent with this resolution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents that are consistent with this resolution and approved as to form by the County Attorney.

## Agenda Item 2

**TO:** Board of Commissioners Law & Courts and Finance Committees

**FROM:** Mike Cheltenham, Chief Assistant Prosecuting Attorney

**DATE:** January 2, 2019

**SUBJECT:** Resolution to Accept Monetary Donation for Crime Victims Support Dog

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### **BACKGROUND**

Effective January 4, 2019, Michigan Compiled Law 600.2163 authorizes the use of courthouse support dogs to provide emotional support for children and adults involved in the legal system. The Ingham County Prosecutors Office is currently in the process of obtaining a support dog. Local attorneys David S. Mittleman and Manvir (Mick) Grewal Sr. have offered to donate \$5000.00 to cover the dog's care and maintenance expenses for the first year.

### **ALTERNATIVES**

Our office receives an annual grant through the Michigan Crime Victim Rights Fund which can provide for the costs associated with routine care of the dog. However, using the proposed donation allows for more grant monies to go directly to victim services such as transportation, security assistance, and victim relocation.

### **FINANCIAL IMPACT**

None

### **OTHER CONSIDERATIONS**

The use of a courthouse support dog has been approved by the chief judge and the court administrator. The 54-A and 54-B district courts have also been notified of our anticipated use of the dog.

### **RECOMMENDATION**

Based on the information provided, I respectfully request approval of the attached resolution to accept the donation.

**Agenda Item 2**

Introduced by the Law & Courts and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION FOR THE INGHAM COUNTY PROSECUTOR'S OFFICE TO ACCEPT A  
\$5000.00 DONATION FOR THE CARE AND MAINTNENCE OF SUPPORT DOG**

WHEREAS, the Ingham County Prosecutor's Office will receive a support dog who has been trained and evaluated consistent with the Assistance Dogs International Standards to provide emotional support to children and adults within the court system; and

WHEREAS, Manvir (Mick) Grewal Sr. and David S. Mittleman of Grewal Law PLLC have offered a donation of \$5000.00 (Five Thousand U.S. Dollars and 00/100 Cents) to provide for the care and maintenance of the support dog for the first year; and

WHEREAS, the anticipated cost for care and maintenance of the support dog has been calculated at \$5000.00 annually; and

WHEREAS, the \$5000.00 will be spent on food, grooming supplies, toys and treats, a dog license, boarding, training for the handler, and veterinary care and supplies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of a \$5,000.00 donation from Manvir (Mick) Grewal Sr. and David S. Mittleman of Grewal Law PLLC for the care and maintenance of the Prosecutor's Office support dog.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners and the Ingham County Prosecutor's Office express their gratitude to Manvir (Mick) Grewal Sr. and David S. Mittleman of Grewal Law PLLC for their generous contribution to support the emotional needs of children and adults within the court system.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs Financial Services to create a revenue account and a corresponding expenditure account and the Controller/Administrator's Office to make the necessary budgetary adjustments.

### Agenda Item 3

TO: Law and Courts Committee

FROM: Scott Leroy, Deputy Court Administrator

DATE: January 2, 2019

RE: **Family Dependency Treatment Court Grant-Contract Amendment**

The Michigan Drug Court Grant Program, administered by the State Court Administrative Office, has awarded a grant in the amount of \$150,000 to the Ingham County Circuit Court's Family Dependency Treatment Court. The grant period runs October 1, 2018 through September 30, 2019.

I've attached Resolution #18-399 which authorized the County to enter into agreements with several subcontractors as part of the Michigan Drug Court Grant Program.

Necessary budget amendments were required as a result of the grant award being less than the requested amount.

This resolution requests the authorization to amend the amounts on the subcontracts for Mid-Michigan Recovery Services, Michigan State University Psychology Clinic, House Arrest Services, Forensic Fluids, and ADAM.

Introduced by the Law & Courts and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONTINUE THE MICHIGAN DRUG COURT GRANT FOR THE  
INGHAM COUNTY FAMILY DEPENDENCY TREATMENT COURT**

**RESOLUTION # 18 - 399**

WHEREAS, the 30<sup>th</sup> Judicial Circuit Court Juvenile Division has submitted a grant request in the amount of \$203,366.25 from the Michigan Drug Court Grant program, administered by the State Court Administrative Office, for purposes of eliminating barriers to treatment as well as the continued funding of three positions; and

WHEREAS, while the SCAO has not yet notified the Court of the amount of the grant award, it is anticipated that the continuation of the program will be supported; and

WHEREAS, the Family Dependency Treatment Court handles cases involving parents of children petitioned to the Court for abuse and or neglect and the parent's primary issue is substance abuse; and

WHEREAS, the barriers affected with this grant will include supervision, transportation, rewards and incentives, trauma assessment and treatment, emotional regulation, substance testing, cognitive behavioral therapy, relapse prevention intervention, in-patient treatment, risk assessment, psychiatric/pain management consultation and assessment, mentoring/coaching, education and employment, medically assisted treatment needs; and

WHEREAS, the grant award also includes continuing funding of a ¾ time FDTC Coordinator to complete screenings and intake of new participants, implement programs, and coordinate services; and

WHEREAS, the FDTC Coordinator position has been determined by Ingham County's Human Resource Department to be a ¾ time position with benefits and is a member of the OPEIU funded for the duration of the grant which ends September 30, 2019; and

WHEREAS, the grant also includes the continued funding of two Special Part-time Program Assistants to provide supervision, testing, and transportation of participants after traditional work hours and on weekends; and

WHEREAS, the FDTC Program Assistant position has been determined by Ingham County's Human Resource Department to be a Special Part Time position without benefits at a UAW B pay grade and will be funded for the duration of the grant which ends September 30, 2019; and

WHEREAS, the acceptance of this award is recommended to the Ingham County Board of Commissioners in order to enhance the work of the Family Dependency Treatment Court.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes accepting a grant award from the Michigan Drug Court Grant Program to the Ingham County Circuit Court's Family Dependency Treatment Court for the sum not to exceed \$203,366.25, which includes continued

employment of a ¾ time FDTC Coordinator that would be part of the OPEIU, with benefits, and continued employment of two grant funded Special Part Time positions, at a UAW B pay grade, without benefits, for the time period of October 1, 2018 through September 30, 2019.

BE IT FURTHER RESOLVED, that a grant subcontract with the Mid Michigan Recovery Services (MMRS) is authorized to provide substance abuse assessments, cognitive behavioral, Trauma Recovery group, individual sessions, and in-patient treatment services; total costs are to not exceed \$47,387.50 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with House Arrest Services is authorized to provide substance abuse monitoring; total costs are to not exceed \$12,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with the Forensic Fluids Laboratories is authorized to provide oral swab substance abuse testing; total costs are to not exceed \$15,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with Dr. Norman Miller, MD, JD, PLLC is authorized to provide psychiatric evaluation, pain management assessment, and case consultation; total costs are to not exceed \$6,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with Michigan State University Psychology Clinic is authorized to provide trauma assessments; total costs are to not exceed \$7,200 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with ADAM (Alcohol Drug Administrative Monitoring, Inc.) is authorized to provide urinalysis testing for DHHS participants; total costs are to not exceed \$18,304 for the duration of this grant period.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2018 and 2019 Circuit Court Family Division budget and Position Allocation List.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

**LAW & COURTS: Yeas:** Crenshaw, Hope, Celentino, Banas, Schafer, Maiville

**Nays:** None **Absent:** Anthony **Approved 09/13/2018**

**FINANCE: Yeas:** Grebner, Anthony, Crenshaw, Tennis, Koenig, Morgan, Schafer

**Nays:** None **Absent:** None **Approved 09/19/2018**

Introduced by the Law & Courts and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND ACCEPTANCE OF MICHIGAN DRUG COURT GRANT FOR  
THE INGHAM COUNTY FAMILY DEPENDENCY TREATMENT COURT**

WHEREAS, on September 25, 2018, the Ingham County Board of Commissioners approved resolution number #18-399, accepting Michigan Drug Court Grant Program requested funds for the amount of \$203,366.25, for the Ingham County Family Dependency Treatment Court; and

WHEREAS, Resolution #18-399 authorized the County to enter into agreements with several subcontractors as part of the Michigan Drug Court Grant Program; and

WHEREAS, the Michigan Drug Court Grant Program awarded Ingham County Circuit Court Juvenile Division funds in the amount of \$150,000.00; and

WHEREAS, because of the amount awarded was less than the amount requested, budget amendments are necessary; and

WHEREAS, the total contract amount with Mid-Michigan Recovery Services decreased from \$47,387.50 to \$17,337.00; and

WHEREAS, the total contract amount for House Arrest Services decreased from \$12,000 to \$10,000; and

WHEREAS, the total contract amount for MSU Psychology remains at \$7,200.00; and

WHEREAS, the total contract amount for Alcohol Drug Administrative Monitoring, Inc., decreased from \$18,304.00 to \$9,152.00; and

WHEREAS, the total contract amount for Dr. Norman Miller, MD, JD, PLLC, decreased from \$6,000.00 to \$0.00; and

WHEREAS, the total contract amount for Forensic Fluid decreased from \$15,000 to \$12,071.25.

THEREFORE BE IT RESOLVED, that resolution #17-389 be amended to reflect the following total contract amounts:

- Mid-Michigan Recovery Services total contract amount of \$17,337.00.
- House Arrest Services total contract amount of \$10,000.00.
- MSU Psychology total contract amount of \$7,200.00.
- Alcohol Drug Administrative Monitoring total contract amount \$9,152.00.
- Dr. Norman Miller, MD, JD, PLLC total contract amount of \$0.00
- Forensic Fluid total contract amount \$12,071.25

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2019 Circuit Court Juvenile Division budget.



**TO:** Board of Commissioners, Law & Courts & Finance

**FROM:** Rick Terrill, Facilities Director

**DATE:** December 28th, 2018

**RE:** Resolution for a Purchase Order for a New Dryer at the Ingham County Jail

For the meeting agendas of: January 10<sup>th</sup> & 16th

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**BACKGROUND**

On December 2<sup>nd</sup>, 2018 there was a fire inside one of the five dryers (resulting in a total loss) that services the inmate population in the Ingham County Jail. A&B Equipment submitted a proposal for a Milnor gas dryer (equivalent to the unit being replaced) with a built in fire suppression system and prison security package. Milnor offers a 5 year limited parts warranty.

**ALTERNATIVES**

There are no alternatives for this.

**FINANCIAL IMPACT**

We are utilizing Ingham County's agreement with the Hospital Purchasing Services (HPS) Contract for the purchase of the dryer. A&B Equipment who is on the HPS contract, submitted a proposal of \$5,693.52 for the Milnor dryer which includes a 28% discount off of the list price. Funds for this project are available in line item # 667-85112-890200 from the Liability Insurance fund.

**OTHER CONSIDERATIONS**

The only other consideration for this is to operate with only 4 dryers instead of 5.

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order from A&B Equipment & Sons, Inc. for the replacement dryer at the Ingham County Jail for a total cost of \$5,693.52.

Introduced by the Law & Courts and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER FROM A&B EQUIPMENT & SONS, INC.  
FOR THE REPLACEMENT DRYER AT THE JAIL**

WHEREAS, the dryer at the Ingham County Jail is in need of replacement; and

WHEREAS, it is the recommendation of the Facilities Department to authorize a purchase order with A&B Equipment & Sons, Inc., for the Milnor gas dryer with built in fire suppression and prison security package; and

WHEREAS, A&B Equipment & Sons Inc. is on the HPS contract therefore three quotes were not required; and

WHEREAS, A&B Equipment submitted a proposal of \$5,693.52; and

WHEREAS, funds for this project are available from the Liability Insurance Fund with line item # 667-85112-890200.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order from A&B Equipment & Sons, Inc. 635 Wellington Street Saginaw, MI 48604, for the replacement dryer at the Ingham County Jail for a total cost of \$5,693.52.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.

## Agenda Item 4b

**TO:** Board of Commissioners, County Services, Finance and Law & Courts Committees

**FROM:** Rick Terrill, Facilities Director

**DATE:** December 28th, 2018

**RE:** Resolution for Agreement with TAB for the Mobile Filing Systems at the Hilliard Building and Veterans Memorial Courthouse

For the meeting agendas of: January 10<sup>th</sup>, 15<sup>th</sup> & 16<sup>th</sup>

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### **BACKGROUND**

The rolling file storage system at the Hilliard building and Veterans Memorial Courthouse that service the Clerk's office and the 30<sup>th</sup> Circuit Court, has outlived their life expectancy and deteriorated to the point of causing safety concerns. Resolution 18-223 was adopted on May 22<sup>nd</sup>, 2018 for the approval of the replacement of the rolling file storage at both the Hilliard building and the Veterans Memorial Courthouse, for an estimated cost not to exceed \$260,000. Following Ingham County's Purchasing Department's policies and procedures the recommendation is with the registered vendor TAB Products Co. LLC.

### **ALTERNATIVES**

There are no alternatives for this project, repairs are no longer cost effective or realistic from a safety point of view.

### **FINANCIAL IMPACT**

Two locations will receive the mobile filing systems.

1. The Hilliard Building existing system will be replaced with an electronic mobile filing system, installing a locking system and an intermediate security system for a total cost of \$ 107,382.00.
2. The Veterans Memorial Courthouse existing system will be retrofitted with an electric systems to include installing an intermediate security system for a total cost of 62,591.00.

TAB submitted the lowest responsible and responsive proposal for a total of \$169,973.00.

We are also requesting a \$15,000 contingency for any unforeseen issues bringing the total cost to \$184,973.00.

Funds for this project are available through the General Fund with line item # 664-13099-932000-8FC27.

### **OTHER CONSIDERATIONS**

There are no other considerations for this project.

### **RECOMMENDATION**

Based on the information presented, the County Clerk's Office, Chief Judge Garcia, the Purchasing and Facilities Department respectfully recommend approval of the attached resolution to support an agreement with TAB Products Co., LLC, for a total cost of \$184,973.00 which includes a \$15,000.00 contingency.

**Agenda Item 4b**

TO: Rick Terrill, Facilities Director  
FROM: James Hudgins, Director of Purchasing  
DATE: October 15, 2018  
RE: Memorandum of Performance for RFP No. 124-18: Mobile Filing Systems

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors to enter into a contract for the purpose of furnishing, delivering and installing two (2) new turnkey electronic high-density mobile filing systems to be used by both the Ingham County Clerk’s Office and 30<sup>th</sup> Judicial Circuit Court.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	52	17
Vendors attending pre-proposal meeting	7	0
Vendors responding	4	0

A summary of the vendors’ costs is located on the next page.

*A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.*

*You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.*

*This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department’s participation in the purchasing process.*

*If I can be of further assistance, please do not hesitate to contact me by e-mail at [jhudgins@ingham.org](mailto:jhudgins@ingham.org) or by phone at 676-7309.*

SUMMARY OF VENDORS COSTS:

Vendor Name	TAB PRODUCTS CO.	DETROIT TECHNICAL EQUIPMENT CO.	THE CASPER CORP.	ADVANTAGE BUSINESS SYSTEMS
<b>Local Pref</b>	No - Mayville, WI	No - Auburn Hills, MI	No - Farmington Hills, MI	No - Saginaw, MI
<b>Hilliard - Base Bid</b>	\$96,406.00	\$131,167.00	\$99,114.00	\$109,000.00
<b>Hilliard - Alt. #1:</b> Stationary High-Density Filing System	Alt 1 - \$24,636.00	\$45,843.00	\$37,283.00	\$23,500.00
	Alt 1 - Opt. #2 - \$26,163.00			
<b>Hilliard - Alt. #2:</b> Locking System for the Electronic High-Density Filing System	\$8,226.00	\$570.00	\$99,619.00	\$120,000.00
<b>Hilliard - Alt. #3:</b> Intermediate Security System	\$2,750.00	\$15,897.00	\$93,198.00	\$122,000.00
<b>Hilliard - Alt #4:</b> Advanced Security System	N/A	\$15,926.00	\$108,719.00	\$124,000.00
<b>VMC - Base Bid</b>	N/A	\$199,416.00	\$57,287.00	N/A
<b>VMC - Alt #1</b> Retrofitting System with Safety Enhancements & converting to Electric	\$59,091.00	N/A	\$57,287.00	N/A
<b>VMC - Alt #2</b> Intermediate Security System	\$3,500.00	\$9,891.00	\$62,793.00	N/A
<b>VMC - Alt #3:</b> Advanced Security System	N/A	Alt 3 - \$37,020.00	\$73,815.00	N/A
		Alt 3 - Opt. #2 - \$47,149.00		

Introduced by the Law & Courts, County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TAB PRODUCTS CO. LLC.  
FOR THE MOBILE FILING SYSTEM AT THE HILLIARD BUILDING AND  
VETERANS MEMORIAL COURTHOUSE (VMC)**

WHEREAS, the rolling filing systems in both locations have outlived their life expectancy and deteriorated to the point of causing safety concerns; and

WHEREAS, it is the recommendation of the County Clerk's Office, Chief Judge Garcia, Purchasing and Facilities Departments to enter into an agreement with TAB Products Co., LLC., a registered vendor who submitted the lowest responsive and responsible proposal of \$169,973.00, to furnish, deliver and install the mobile file systems at the Hilliard Building and Veterans Memorial Courthouse; and

WHEREAS, the Hilliard Building will be furnished and installed with an electric mobile filing system with locks and an intermediate security system for a cost of \$ 107,382.00; and

WHEREAS, the Veterans Memorial Courthouse will be retrofitted with an electric mobile filing system with locks and an intermediate security system for a cost of \$62,591.00; and

WHEREAS, the Facilities Department would like to ask for a \$15,000.00 contingency for any unforeseen circumstances that may arise with this type of project; and

WHEREAS, funds for this project were transferred from the General Fund to the Machinery Equipment and Revolving Fund, as authorized by Resolution #18-223 (line item # 664-413099-932000-8FC27).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with TAB Products Co. LLC. 605 Fourth Street Mayville, Wisconsin 53050, for the furnishing, delivery and installation of the Mobile filing systems at the Hilliard Building and Veterans Memorial Courthouse for an amount not to exceed \$184,973.00 which includes a \$15,000.00 contingency.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.

## Agenda Item 4c

**TO:** Board of Commissioners, Finance and County Services Committees

**FROM:** Rick Terrill, Facilities Director

**DATE:** December 28th, 2018

**RE:** Resolution for Reconfiguration of the Fire Suppression System in the Server Room of the Hilliard Building.

For the meeting agendas of: January 15<sup>th</sup> & 16<sup>th</sup>

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### **BACKGROUND**

ITD has a team of network administrators that are responsible for the main datacenter. As such, they need to be able to monitor not only the lights on the devices but also the temperature and humidity. It is also important for them to be a team and work in proximity to each other. By having these offices in close proximity to their main responsibility and each other, it allows both to happen in a cost effective manner. Therefore with the cubicles in place within the server room the fire suppression system must be reconfigured to accommodate the changes for everyone's safety. Only one quote was obtained as two other service providers declined to bid on this project due to it being territorial.

### **ALTERNATIVES**

There are no alternatives for this project.

### **FINANCIAL IMPACT**

Funds for this project are available through ITD's budget with line item # 636-95800-726010.

### **OTHER CONSIDERATIONS**

There are no other considerations for this project.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support an agreement with Safety Systems Inc., in the amount of \$5,985.00 for the reconfiguration of the fire suppression system within the server room on the 3<sup>rd</sup> floor of the Hilliard Building.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SAFETY SYSTEMS INC. FOR THE RECONFIGURATIONS OF THE FIRE SUPPRESSION SYSTEM IN THE 3<sup>RD</sup> FLOOR ITD'S SERVER ROOM AT THE HILLIARD BUILDING**

WHEREAS, the fire suppression system within the server room on the 3<sup>rd</sup> floor of the Hilliard building needs to be reconfigured for everyone's safety; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Safety Systems Inc. who submitted the only bid of \$5,985.00; and

WHEREAS, funds for this project are available through ITD's budget with line item # 636-95800-726010.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement Safety Systems Inc. 112 Connable Street Jackson, Michigan 49202, for the reconfiguration of the fire suppression system in the server room on the 3<sup>rd</sup> floor of the Hilliard building for an amount not to exceed \$5,985.00.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.



## Agenda Item 5

**TO:** Board of Commissioners Law & Courts and Finance Committees  
**FROM:** Lance Langdon, Director 9-1-1  
**DATE:** January 3, 2019  
**SUBJECT:** Approval for Contract Renewal with AT&T for 9-1-1 Center Phone Service  
For the meeting agendas of January 10, and January 16, 2019

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### **BACKGROUND**

Ingham County has used AT&T for its 9-1-1 Center Telephone services since opening in 2012. There was a 3 year renewal of the service in October of 2016 which expired November 1, 2018. In 2016 AT&T did not have MIDEAL rates available at that time, but they are again available with the current renewal.

The 9-1-1 Center has 61 (Centrex) lines that are used in processing non-emergent calls. As we move to changing our phone system to a fully Nex-Gen 9-1-1 phone system late this year, we will be able to adjust the costs of the lines as there will not be a per call fee on local calling.

This contract was not renewed in November due to work with AT&T over \$24,000.00 in overbilling that had occurred, which we are credited for, and a change in staff that works with our account. The new account representative just provided the monthly costs as outlined below, as the contract was not clear on these costs.

### **ALTERNATIVES**

At this time we have no other options than to continue these Centrex lines. As we move forward we can move to SIP/PRI lines which are a voice over IP line to move us forward with new technology, and eliminate a per local call fee.

### **FINANCIAL IMPACT**

This is MIDEAL pricing for the 61 lines in use. A monthly cost of \$1589.66 and \$0.09 per local call with an average of 6200 calls per month as reported by AT&T at an additional cost of approximately \$600.00 per month for an estimated total of \$2,200.00 per month.

### **OTHER CONSIDERATIONS**

9-1-1 answers both emergent and non-emergent lines. The large number of calls received under the current plans available with AT&T have been reported to be on their least expensive plan for these type of business lines.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to renew the AT&T contract for an additional 36 months.

Introduced by the Law & Courts and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH AT&T FOR TELEPHONE SERVICES  
FOR THE INGHAM COUNTY 9-1-1 CENTER**

WHEREAS, the Ingham County Board of Commissioners has established a 9 -1-1 Emergency Telephone Dispatch Services Fund for Management and System Improvements to the County emergency 9-1-1 dispatch system; and

WHEREAS, Ingham County 9-1-1 Central Dispatch Center began operations as a consolidated center in June of 2012, with a contract in place for telephone services through AT&T for both Emergency and Non-Emergent phone lines; and

WHEREAS, the contract with AT&T was renewed in October of 2016 for all Non-Emergent lines under resolution #16-457; and

WHEREAS, the contract with AT&T expired November 26, 2018 for all Non-Emergent lines under resolution #16-457; and

WHEREAS, the 9-1-1 Director is working with representatives of AT&T to continue the current Centrex phone service and move to an IP based phone line solution for the 61 non-emergent lines in use by the center; and

WHEREAS, the 9-1-1 Center receives non-emergent calls for all of our police agencies every day, which requires us to continue the contract with AT&T to provide the phone service for our phone lines; and

WHEREAS, the AT&T Services are now available under the MiDeal purchasing contract, and a new contractual agreement is needed to continue the phone service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with AT&T for the 9-1-1 Center phone services at a total cost of \$1589.66 per month and \$0.09 for each local call, totaling approximately \$30,000 annually or \$ 90,000 over the time period of November 26, 2018 through October 31, 2021 from the 9-1-1 Center budget.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Mark McCorkle – Fair Director  
**DATE:** December 13, 2018  
**SUBJECT:** Janitorial Services at Fair Grounds  
For the meeting agenda of (January 14, 2019-Human Services and  
January 16, 2019- Finance Committee)

**BACKGROUND**

This resolution authorizes a 2019 contract for janitorial service agreement for Fairgrounds Community Building / Hall. The Community Hall continues to experience accelerated booking throughout 2019 and well into 2020. Fifty out of the fifty two weekends are booked on the grounds and most every weekend is booked in the Community Hall.

**ALTERNATIVES**

The Fair office staff, fair board members, and / or maintenance staff has been cleaning the Community Hall, since last September. The cleaning process takes around two to four hours, depending on the disorder, from previous renters and many times we need a quick turnaround over the weekend, so other renters can use the facility. Utilizing the fair office and maintenance staff, has taken them away from other essential tasks that need to be completed.

**FINANCIAL IMPACT**

The anticipated annual value of the contract will be approximately \$10,000 based on past figures and advanced bookings. We do have funds to account for this additional contract. The implication of not keeping the community hall clean, is it eventually becomes a loss of revenue.

Rental Fees

	Deposit (Separate from rental fee)	\$400
	(Refunded within 30 days after event if facility is clean and free of damages)	
Sunday - Thursday	\$425 (10:00 a.m. - 11:00 p.m.)	
Friday	\$425 (10:00 a.m. - 1:00 a.m.)	
Saturday	\$925 (10:00 a.m. - 1:00 a.m.)	

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term goal of the Facilities and Infrastructure group by providing user friendly, accessible facilities, and quality infrastructure

**OTHER CONSIDERATIONS**

The Community Hall has a commercialized kitchen, issued by the Michigan Department of Agriculture and Rural Development to operate a food service establishment under the provisions of the Michigan Food Law Being Act 92 of the Public Acts of 2000. It is essential to keep up to date on MDARD sanitization policies.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support the contract for Dietz Janitorial services.

November 15, 2018

Mark McCorkle  
Ingham County Fair  
700 E Ash St.  
Mason, Michigan 48854

Dear Mark

Thank you for giving us the opportunity to present our proposal for a general cleanup service at your facility. The following is a breakdown of the costs to provide the service.

If this proposal is accepted, please provide us with a start date and a schedule.

Also please note we have moved our new mailing address is PO Box 21176 Lansing, MI 48909.

If you have any questions or comments please feel free to contact me at the office 517-694-5040 or my cell phone 517-712-3341.

Respectfully,

John Bright  
Operations Manager  
Dietz Janitorial Service

# Fairgrounds Banquet Room

## Scope of Services

### **Banquet Room After Each Function**

- Vacuum banquet room and all other carpeted areas
- Sweep and damp mop all hard surface floors
- Empty all wastebaskets and replace liners
- Wipe down all counters and table tops
- Dust all furniture, ledges, fixtures, window sills and other exposed areas

### **Restrooms After Each Function**

- Clean and sanitize entire toilets and urinals
- Clean and sanitize counter tops and sinks
- Polish all bright work (fixtures and stainless steel)
- Dust all flat surfaces 72" and below
- Sweep and mop floors with disinfectant solution
- Clean and sanitize stall walls
- Sanitize switch plates and door handles
- Empty waste baskets and replace liners as needed
- Replenish all paper and soap products \*\*
- Clean mirrors
- Remove all waste material from the premises

### **Kitchen Area After Each Function**

- Empty waste baskets and replace liners
- Clean and sanitize all counter tops, tables and chairs
- Spot clean outside of cabinets
- Vacuum or damp mop floors
- Clean and sanitize sinks, microwave and counters
- Polish all bright work
- Replace paper and soap products as needed

**Ingham County  
Fairgrounds  
Banquet Room Facilities**

**Pricing Summary Sheet**

**Upon Request (After Functions)**

**Banquet Room, Kitchen & 2 Restrooms .... \$75.00 per Cleaning**

**If work requires more than 3 hours an hourly charge of \$26.50 per hour will be billed for the additional employee hours.**

Firm Name: Dietz Janitorial Service, Inc      Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Name: (Print) John Bright

**John Bright**

PO Box 21176

Lansing, MI 48909

Office Phone 517-694-5040

Cell Phone 517-712-3341

[dietz@dietzjanitorial.com](mailto:dietz@dietzjanitorial.com)

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH DIETZ JANITORIAL FOR AS NEEDED CLEANING AT THE INGHAM COUNTY FAIRGROUNDS COMMUNITY HALL**

WHEREAS, the Ingham County Fair Community Hall continues to experience accelerated booking throughout 2019 and well into 2020, the past janitorial contract expired September 2017; and

WHEREAS, fifty out of the fifty-two weekends are booked on the grounds and most every weekend is booked in the Community Hall; and

WHEREAS, the office staff and fair board members are no longer capable of continuing to concurrently clean the Community Hall and maintain the level of service to the events on the grounds; and

WHEREAS, the Community Hall rentals are tied to the Fair Board's long-range strategic plan to ensure the diversification of the Fair's off-season revenue stream and it is highly important to ensure that the facility is clean and presentable prior to events booked in the Community Hall; and

WHEREAS, after careful review of the bids, the Purchasing Director and Fair Board both concur that a contract be awarded to Dietz Janitorial who submitted the most qualified bid in the amount of \$75 per cleaning for as-needed cleaning services at the Ingham County Fair Community Hall and \$26.50/hour for additional cleaning; and

WHEREAS, the funds for this contract have been budgeted and approved in the 2019 operational budget account numbers account 5617603-818000 and 56176014 – 818080.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Dietz Janitorial Services for one year effective the date of execution with an additional two year extension option, for as needed cleaning services at the Ingham County Fairgrounds Community Hall at a cost not to exceed \$10,000.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

**TO:** Board of Commissioners Human Services and Finance Committee  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** December 27, 2018  
**SUBJECT:** Extension to Cooperative Operational Agreement with the Community Health Center Board of Directors

For the meeting agendas of January 14 and 16, 2019

**BACKGROUND**

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to extend the Cooperative Operational Agreement with the CHC Board of Directors effective January 1, 2019 through June 30, 2019. Resolutions #15-478 and #18-278 extended the Cooperative Operational Agreement between the Ingham County Board of Commissioners and the Ingham Community Health Center Board of Directors through December 31, 2018. As a Health Center Program Grantee of the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA), ICHD is required by Section 330 of the Public Health Services (PHS) Act to maintain a governing board composed of a majority of individuals, who are being served by the center and, who as a group demographically represent the community being served by the center including factors such as race, ethnicity and sex. As a public entity, ICHD fulfills this requirement with a co-applicant board, the Ingham Community Health Center Board of Directors (ICHC Board). Each board's responsibilities must be specified in writing so that responsibilities for carrying out the governance functions are clearly understood. ICHD fulfills this requirement through a Cooperative Operational Agreement with the ICHC Board. In order to maintain compliance as a HRSA grantee, an updated agreement must be established, as the current Cooperative Operational Agreement ended December 31, 2018. The ICHC Board recommends that the terms of the current Cooperative Operational Agreement be extended for a term of six months, extending it through June 30, 2019. The renewed Cooperative Agreement shall include the current ICHC Board bylaws as an attachment.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

There are no financial impacts.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of Promoting Accessible Healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval to extend the Cooperative Operational Agreement with Ingham CHC Board of Directors for six months, effective January 1, 2019 through June 30, 2019. Additionally, it is recommended that the Ingham County Board of Commissioners adopt the Bylaws developed by the ICHC Board of Directors, which are included as an attachment to the Cooperative Operational Agreement.



Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE EXTENDED COOPERATIVE OPERATIONAL AGREEMENT  
WITH THE INGHAM COMMUNITY HEALTH CENTER BOARD OF DIRECTORS**

**RESOLUTION # 18 – 278**

WHEREAS, through resolution #15-478, the Cooperative Operational Agreement between the Ingham County Board of Commissioners and the Ingham Community Health Center (ICHC) Board of Directors was extended through December 31, 2017; and

WHEREAS, as a Health Center Program Grantee of the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA), Ingham County Health Department (ICHD) is required by Section 330 of the Public Health Services (PHS) Act to maintain a governing board of which the majority are being served by the center, and who as a group demographically represent the population receiving health care from the center; and

WHEREAS, as a public entity, ICHD fulfills this requirement with a co-applicant board, the Ingham County Community Health Center Board of Directors; and

WHEREAS, when two boards exist, each board's responsibilities must be specified in writing so that responsibilities for carrying out the governing functions are clearly understood; and

WHEREAS, ICHD fulfills the requirement through a Cooperative Operational Agreement with the Community Health Center Board of Directors; and

WHEREAS, the ICHC Board of Directors functions must, at a minimum, include the following:

- Hold monthly meetings;
- Reach approval of the health center grant application and budget;
- Oversee selection/dismissal and performance evaluation of the health center Executive Director;
- Select services to be provided and health center hours of operations;
- Measure and evaluate the organization's progress in meeting its annual and long-term program and financial goals and develop plans for the long-range viability of the organization by engaging in strategic planning, review the organization's mission and bylaws, evaluate patient satisfaction, and monitor organizational assets and performance; and
- Establish general policies for the health center.

WHEREAS, in order to maintain compliance as a HRSA grantee, an updated agreement must be established; and

WHEREAS, the current Cooperative Operational Agreement ends December 31, 2017; and

WHEREAS, the ICHC Board of Directors must have established Bylaws in order to ensure compliance with federal statute and program requirements as stipulated by Section 330 of the Public Health Services Act, which are included as an attachment to the Cooperative Operational Agreement; and

WHEREAS, the Bylaws of the ICHC Board of Directors were recently revised, and these revisions must also be approved and adopted by the Ingham County Board of Commissioners; and

WHEREAS, the ICHC Board of Directors recommends that the terms of the current Cooperative Operational Agreement be extended for the term of one year; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the extension of the Cooperative Operational Agreement for one year, effective January 1, 2018 through December 31, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the extension of the Cooperative Operational Agreement with ICHC Board of Directors for one year, effective January 1, 2018 through December 31, 2018.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approve the attached revised bylaws developed by the ICHC Board of Directors.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the county after approval as to form by the County Attorney.

**HUMAN SERVICES: Yeas:** Banas, Nolan, Koenig, Louney

**Nays:** None **Absent:** Tennis, Sebolt, Naeyaert **Approved 06/18/2018**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND COOPERATIVE OPERATIONAL AGREEMENT WITH THE  
INGHAM COMMUNITY HEALTH CENTER BOARD OF DIRECTORS**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to extend the Cooperative Operational Agreement with the CHC Board of Directors effective January 1, 2019 through June 30, 2019; and

WHEREAS, resolutions #15-478 and #18-278 extended the Cooperative Operational Agreement between the Ingham County Board of Commissioners and the Ingham Community Health Center (ICHC) Board of Directors through December 31, 2018; and

WHEREAS, as a Health Center Program Grantee of the U.S. Department of Health and Human Services' Health Resources and Services Administration (HRSA), ICHD is required by Section 330 of the Public Health Services (PHS) Act to maintain a governing board composed of a majority of individuals, who are being served by the center and, who as a group demographically represent the community being served by the center including factors such as race, ethnicity and sex; and

WHEREAS, as a public entity, ICHD fulfills this requirement with a co-applicant board, the Ingham County Community Health Center Board of Directors (ICHC Board); and

WHEREAS, when two boards exist, each board's responsibilities must be specified in writing so that responsibilities for carrying out the governing functions are clearly understood; and

WHEREAS, the ICHC Board of Directors functions must, at a minimum, include the following:

- Hold monthly meetings;
- Reach approval of the health center grant application and budget;
- Oversee selection/dismissal and performance evaluation of the health center Executive Director;
- Select services to be provided and health center hours of operations;
- Measure and evaluate the organization's progress in meeting its annual and long-term program and financial goals and develop plans for the long-range viability of the organization by engaging in strategic planning, review the organization's mission and bylaws, evaluate patient satisfaction, and monitor organizational assets and performance; and
- Establish general policies for the health center; and

WHEREAS, in order to maintain compliance as a HRSA grantee, an updated agreement must be established; and

WHEREAS, the current Cooperative Operational Agreement ended December 31, 2018; and

WHEREAS, the ICHC Board of Directors recommends that the terms of the current Cooperative Operational Agreement be extended for a term of six months, extending it through June 30, 2019; and

WHEREAS, the ICHC Board of Directors must have established Bylaws in order to ensure compliance with federal statute and program requirements as stipulated by Section 330 of the Public Health Services Act, which are included as an attachment to the Cooperative Operational Agreement; and

WHEREAS, the current Bylaws of the ICHC Board of Directors shall be an attachment and shall be approved and adopted by the Ingham County Board of Commissioners along with the renewed Cooperative Operational Agreement; and

WHEREAS, the Community Health Center Board of Directors recommends extending the Cooperative Operational Agreement with the CHC Board of Directors effective January 1, 2019 through June 30, 2019; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the extension of the Cooperative Operational Agreement for six months, effective January 1, 2019 through June 30, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the extension of the Cooperative Operational Agreement with ICHC Board of Directors for six months, effective January 1, 2019 through June 30, 2019.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approve the attached bylaws developed by the ICHC Board of Directors.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the county after approval as to form by the County Attorney.

Approved for Signature 12/21/2017

**INGHAM COMMUNITY HEALTH CENTER BOARD  
BYLAWS**

**Ingham Community Health Center Board of Directors**

**Article I – Name**

The name of this Board shall be the Ingham Community Health Center Board of Directors hereinafter “Community Health Center Board.”

**Article II – Purpose**

The Community Health Center Board will assist the Ingham County Board of Commissioners, hereinafter “Board of Commissioners” and the Ingham County Health Department, hereinafter “Health Department,” a department of Ingham County pursuant to MCL 333.2413, to implement health services for Ingham County residents throughout a network of Community Health Centers operated by the Health Department. These services represent a significant effort by the County to assure that low-income Ingham County residents have adequate access to primary care, dental care, Women’s Health services, including family planning, sexually transmitted infection prevention, diagnosis, and treatment, immunizations, behavioral health, care for the homeless, refugee care and care for persons with HIV. The Community Health Center Board, Board of Commissioners, and the Health Department shall be particularly committed to meeting the health care needs of at-risk populations, including women during the child-bearing years, children, minorities, and other underserved populations.

The Community Health Center Board shall serve as a co-applicant for a grant application to the U.S. Department of Health and Human Services, Health Resources and Services Administration, Bureau of Primary Health Care, Health Center Program under Section 330 of the Public Health Services Act for operation of a Federally Qualified Health Center. The Community Health Center Board shall monitor the Health Department’s implementation of the grant.

**Article III – Mission and Objectives**

**A. Mission**

Our mission is to attain the highest level of community wellness by empowering people to improve their health and well-being.

**B. Objectives**

1. To arrange for the provision of comprehensive primary care services to residents of the medically underserved areas of Ingham County, and surrounding areas.
2. To increase the accessibility of primary care services, inclusive of medical and dental (oral) services, to uninsured/underinsured population groups which experience a shortage of primary care.
3. To assure that the Community Health Centers provide high quality primary care services.
4. To develop an integrated primary care program with other community health resources, including ongoing public health services.
5. To support the Ingham County objective of assuring that all County residents have access to an organized system of health care.
6. To support Ingham County in its efforts to make certain public health services (such as family planning, sexually transmitted infection prevention, diagnosis, and treatment, breast and cervical cancer control, and immunizations) available to the general population and especially to at-risk populations, including women in childbearing years, children, minorities, and other underserved populations through a primary medical care model.

**Article IV – Authority of Board of Commissioners**

The Board of Commissioners is elected and operates under provisions of Article VII of the 1963 Michigan Constitution and Public Act 156 of 1851, MCL 46.1 et. seq. The Board of Commissioners has the responsibility to represent the County and for the care and management of the business of the County. MCL 46.11. The Board of Commissioners has the authority to establish rules and regulations in reference to the management of the interest and business concerns of the County as the Community Health Center Board considers necessary and proper in all matters not especially provided for by law. MCL 46.11(m). Pursuant to the statute, the Board of Commissioners is required to provide for a County Health Department to serve the needs of the community. MCL 333.2413.

The Board of Commissioners, acting on behalf of Ingham County, shall serve as the public entity applicant, together with the Community Health Center Board as co-applicant, for grants under Section 330 of the Public Health Services Act.

#### **Article V – Size and Composition**

##### **A. Size**

The Community Health Center Board shall consist of no less than nine (9) and no more than seventeen (17) members to maintain appropriate representation for the complexity of the Community Health Centers.

##### **B. Composition**

1. A majority of the Community Health Center Board members shall be individuals who are served by the Community Health Centers and who, as a group, represent the individuals being served in terms of demographic factors, such as race, ethnicity and gender, and geographic factors. Board members that have not utilized Community Health Center services within the past 24 months do not count toward the board composition requirement.
2. No more than one-half of the remaining members of the Community Health Center Board shall be individuals who derive more than ten percent (10%) of their annual income from the health care industry.
3. The remaining Community Health Center Board members shall be representatives of the community, in which the catchment area is located and shall be selected for their expertise in community affairs, local government, finance and banking, legal affairs, trade unions, and other commercial and industrial concerns or social service agencies within the community. Geographic factors also to be considered.
4. No less than one (1), but no more than two (2), Community Health Center Board members shall be Ingham County Board of Commissioners' members.
5. No Community Health Center Board member shall be an employee of the Community Health Center or the spouse, child, parent, brother or sister by blood or marriage of such an employee. Board members shall not have been employees of the Health Center or Ingham County Health Department during the 12 months prior to appointment.
6. Conflicts of interest, as defined by Michigan law, or the appearance of conflicts of interest, shall be prohibited and shall be reviewed annually.
7. The Executive Director and Executive Assistant shall provide logistical and managerial assistance to the Community Health Center Board.

#### **Article VI – Membership and Terms of Office**

##### **A. Community Health Center Board Appointments**

On an as-needed basis, the Community Health Center Board shall recommend nominations for each vacant seat on the Community Health Center board for consideration and appointment. The Community Health Center Board shall solicit nominations from the community serviced by the Community Health Centers, community organizations, and health organizations. The Board of Commissioners shall make appointments from the slate of nominees recommended by the Community Health Center Board. The Community Health Center Board and the Board of Commissioners will use their best efforts to maintain the same ratio of consumer members and members-at-large as set out in Article V above.

**B. Terms of Office**

Members shall be appointed for terms of two (2) years and shall serve until his/her successor is appointed and qualified. Members will serve no more than three (3) consecutive full terms of office unless suitable new members cannot be identified to allow the Board to remain in compliance with composition requirements.

**C. Removal**

Any member of the Community Health Center Board may be removed for just cause upon 2/3 vote of the Community Health Center Board after notice and an opportunity to be heard. Just cause includes but is not limited to unexcused absence from three consecutive Community Health Center Board meetings, or the failure to attend 75% of the regular meetings in any calendar year. An unexcused absence is defined as an absence of which designated staff was not notified in advance of the meeting.

**D. Vacancies and Resignations**

Any vacancies occurring on the Community Health Center Board shall be filled in the same manner as Community Health Center Board appointments are made. In the process of filling vacancies, the Community Health Board shall maintain the Community Health Center Board's composition of consumer members and members-at-large and maintain the minimum number of members requirement. Any Community Health Center Board member appointed to fill a vacancy shall be appointed for the unexpired term of his/her predecessor in office.

All resignations must be submitted to the Community Health Center Board Chairperson thirty (30) days prior to the effective date, if possible, in accordance with the established Submission of Resignation policy set forth by the Community Health Center Board.

**E. Compensation**

Members of the Community Health Center Board shall serve without compensation for membership. Members may be provided with compensation for actual expenses related to transportation, childcare or other assistance as the board sees fit to support attendance a Community Health Center Committee or Board meetings and other official business requested by the Community Health Center Board. The Health Center Board will maintain a policy outlining the acceptable types of reimbursement and approvals required.

**Article VII – Meetings and Voting**

**A. Annual Meeting**

The annual meeting of the Community Health Center Board shall be held in October at a place to be decided by the Community Health Center Board.



**B. Regular and Special Meetings**

Regular meetings of the Community Health Center Board shall be held monthly at a time and place to be decided by the Community Health Center Board. All regular meetings of the Community Health Center Board shall be conducted according to the Michigan Open Meetings Act (P.A. 267 of 1976.) The agenda of each meeting will be distributed to the members no later than two (2) business days prior to each meeting. The agenda may be modified by a majority vote of the members present at the meeting.

Special meetings may be called by the Chairperson or by four (4) members of the Community Health Center Board, at such a time and place as may be deemed necessary. All special meetings shall be conducted in accordance with the Michigan Open Meetings Act (P.A. 267 of 1976.)

**C. Notice of Special Meetings**

Community Health Center Board members shall be notified of the time, place, and purpose of all special meetings of the Community Health Center Board at least two (2) days prior by e-mail, US mail, text or electronic communication or hand delivery in person. Notices of special meetings of the Community Health Center Board shall specify the business to be transacted at the special meeting and no other business except that specified shall be considered at the special meeting.

**D. Quorum**

A majority (51%) of the Community Health Center Board members appointed and serving shall constitute a quorum for the transaction of business. Committee meetings shall hold different requirements as actions are recommendations to the full Community Health Center Board as set forth in the Guidelines for Ingham County Advisory Boards and Commissions. Community Health Center Board Members participating by telephone or other technology that allows for nearly immediate two way communication will be counted as present for the quorum.

**E. Voting**

All questions shall be decided by majority vote of the Community Health Center Board members present and voting except as may be provided by statute or these Bylaws.

**Article VIII – Officers and Staff Assistance**

**A. Officers**

The officers of the Community Health Center Board shall be the Chairperson, Vice-Chairperson, and Secretary.

**B. Election and Terms of Office**

The officers shall be elected by the Community Health Center Board during the annual meeting and shall take office immediately thereafter. Terms of office shall be for one (1) year or until their successors are elected. Officers shall be elected at the first meeting of the Community Health Center Board and shall serve until the first annual meeting thereafter.

**C. Removal**

Any officer elected by the Community Health Center Board may be removed by the Community Health Center Board with two-thirds majority vote after notice and an opportunity to be heard.

**D. Vacancy**

The unexpired term of an officer not completing his or her term shall be filled by a majority vote of the Community Health Center Board at the next regular meeting after the vacancy or at a special meeting called for that purpose. A majority vote of the total Community Health Center Board membership shall be necessary to elect an officer.

**E. Chairperson**

The Chairperson shall be elected by a majority of the Community Health Center Board membership and shall preside at all meetings of the Community Health Center Board.

**F. Vice-Chairperson**

The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson, shall chair either the Membership, Finance or Quality Committees and shall perform such other duties as from time to time may be assigned by the Community Health Center Board.

**G. Secretary**

The Secretary shall work with the CHC staff and be responsible for initial review of the draft minutes provided by staff. The Secretary shall perform other duties as assigned by the Community Health Center Board.

**H. Executive Director**

The Executive Director shall be primarily responsible for the management and operation of the Community Health Centers. The Community Health Center Board shall have the authority to suspend, remove, appoint, and/or reappoint a person to the position of Executive Director with concurrence of the Ingham County Health Officer in accordance with the Ingham County Managerial and Confidential Employee Personnel Manual and other procedures and policies of the Board of Commissioners. The Community Health Center Board, upon committee recommendation, shall participate in the annual performance evaluation of the Executive Director with contribution by the Ingham County Health Officer, to be conducted in accordance with the U.S. Department of Health and Human Services, Bureau of Primary Care, Health Center Program expectations and Ingham County personnel policies.

**I. Staff Assistance**

The Executive Director shall ensure that secretarial assistance for purposes of recording, distributing, and storing minutes in accordance with the Meeting Minutes Guideline policy is provided. Also, Community Health Center or Ingham County staff assistance, if appropriate, shall be provided to the Community Health Center Board and committee meetings and to the Chairperson in the performance of his/her Community Health Center Board authorized duties, as reasonably requested.

**Article IX – Committees**

**A. Ad-Hoc Committees**

The Community Health Center Board may establish ad-hoc committees as it deems necessary to carry out the purpose and objectives of the Community Health Center. The Chairperson, with the consent of a majority of Community Health Center Board members, shall assign Community Health Center Board members to these committees. Non-Community Health Center Board members may also serve on ad-hoc committees. Ad-hoc committees shall be advisory in nature.

An annual ad-hoc committee may be established for the purpose of the annual Executive Director evaluation.

**B. Standing Committees**

The Chairperson of the Community Health Center Board shall, from among Community Health Center Board members, assign the following standing committees and appoint chairpersons for each committee (except Executive Committee, where the Board Chairperson shall serve as chair and VOA Clinic Committee which will be selected as described below):

**Executive Committee:**

The Executive Committee shall be comprised of the Community Health Center Chairperson (who shall serve as chair or designate a chair in his/her absence) and the Chairpersons of the Finance, Quality, and Membership Committees (totaling four (4) members). The Executive Committee shall, through the Board's intent, provide strategic direction for the Community Health Center board and align communication among board committees. It shall also act for the Board between regularly scheduled meetings. Any and all actions conducted on behalf of the Board by the Executive Committee must have approval from a majority of present Executive Committee members assuming quorum (greater than 50% of committee members present). It shall be responsible for monitoring policy matters affecting the Community Health Center Network and its patients at the local, state, and federal levels. It shall also delegate tasks to other committees when appropriate. Finally, it shall oversee the annual evaluation of the Community Health Center Executive Director and lead the search process and seek input from board members when a Community Health Center Executive Director vacancy arises (this may be tasked to an ad-hoc committee).

Items approved by the Executive Committee not formally delegated to the committee by the Health Center Board must be submitted to the full Board at their next regularly scheduled meeting for approval. Item approved by the Executive Committee and not approved by the Board of Directors will be reversed to the extent legally and physically possible.

**Finance Committee:**

The Finance Committee must be comprised of no less than three (3) and no more than 49% of all Community Health Center Board members. It shall develop the recommended Community Health Center budget. The Community Health Center Board and the Board of Commissioners must jointly approve the budget. This committee shall also develop the strategic plan to align financial/operational goals with the County to the greatest extent possible, monitor financial/operational outcomes, and present new or revised financial/operational policies needed to ensure financial solvency of the Community Health Center.

**Quality Committee:**

The Quality Committee must be comprised of no less than three (3) and no more than 49% of all Community Health Center Board members. It shall be responsible for establishing all Community Health Center policies and procedures, except for personnel and fiscal policies and procedures (which are retained by the Board of Commissioners). This committee recommends the approval of the annual quality assurance/quality improvement plan to the full Community Health Center Board, and monitors the plan's implementation and results. This committee shall also provide and evaluate patient satisfaction and ensure that Community Health Center operations promotes patient centered care and meets patient needs.

**Membership Committee:**

The Membership Committee must be comprised of no less than three (3) and no more than 49% of all Community Health Center Board members. It shall be responsible for the recruitment of new Community Health Center Board members in accordance with established Community Health Center Board policies and maintaining size and composition requirements per the Community Health Center Board Bylaws. This committee shall also be responsible for the training and orientation of new Community Health Center Board members, including the development of annual board member training schedule. This committee shall also be assigned with preparing a slate of nominees for election of officers at the annual meeting. Finally, this committee shall develop and maintain the board member manual, which shall at a minimum, contain detail Bylaws and board member responsibilities.

**VOA Clinic Committee:**

The VOA Clinic Committee must be comprised of no less than three (3) and no more than 49% of all Community Health Center Board members. It shall make recommendations on VOA Clinic operations and may also recommend additional opportunities for charity care. The chair of the VOA Clinic Committee shall be appointed by EDWARD W. SPARROW HOSPITAL ASSOCIATION ("Sparrow") for the duration that the Transfer Agreement for the VOA Clinic, entered into by Sparrow and the County of Ingham, is in effect.

The functions of the standing committees are advisory in nature, with the exception of the Executive Committee, who may act on behalf of the Board between regularly scheduled Board meetings in circumstances requiring board action. Except for the aforementioned situation necessitating action by the Executive Committee, the Community Health Center Board must approve any action or decision. The Executive Director, or designee, shall be a non-voting member of all committees. In accordance with program requirements, committees shall meet as needed to accomplish monthly objectives as presented in the annual work plan. Committees are encouraged to meet in person, but can meet virtually (e.g., telephone conference, video conference, etc.) at the discretion of the committee chair.

**C. General Committee Procedures**

1. *Term:* Each standing committee shall be appointed at the annual meeting of the Community Health Center Board and shall serve for one year. Committee chairpersons shall also serve for one year. Committee reassignments may be completed as necessary throughout the term.
2. *Meeting Procedure:* Every meeting of a standing committee of the Community Health Center Board shall be called by its Chairperson or by a majority (51% or more) of committee members. At the first meeting of a standing committee, a regular meeting schedule shall be established. In the event that a special meeting is necessary, committee members shall be notified of the time, place, and purpose of the special committee meeting at least two (2) business days prior by acknowledged e-mail, US Mail, text or electronic communication or hand delivery in person. A quorum for the conduct of committee business shall require the presence of a majority of committee members. All committee meetings of the Community Health Center Board shall be conducted in accordance with the Michigan Open Meetings Act (P.A. 267 of 1976.)
3. *Membership:* Only Community Health Center Board members may be assigned to standing committees of the Community Health Center Board with the exception of the VOA Clinic as

set forth above. The Community Health Center Board may request that non-Community Health Center Board members attend Community Health Center Board meetings to provide assistance or information.

4. *Voting:* When a committee meets and votes on an issue, only members of that committee may vote. Community Health Center Board members who are present and who are not members of the committee may not vote. Community health Center Board committees are advisory in nature and all actions shall be forwarded for review and action to the full Community Health Center Board.

#### **Article X – Responsibilities of the Community Health Center Board**

##### **A. Personnel Policies and Procedures**

The Community Health Center Board, through its Cooperative Operational Agreement, shall be bound by the Ingham County personnel policies and procedures, including all collective bargaining agreements negotiated between Ingham County and the legal representatives of employees. These agreements and policies include selection and dismissal procedures, performance appraisal procedures, salary and benefit scales, employee grievance procedures, and equal opportunity and non-discrimination practices as established by the Board of Commissioners.

##### **B. Executive Director**

The Community Health Center Board shall have the authority to suspend, remove, appoint, and/or reappoint a person to the position of Executive Director with concurrence of the Ingham County Health Officer in accordance with the Ingham County Managerial and Confidential Employee Personnel Manual and other procedures and policies of the Board of Commissioners. The Executive Director shall be an employee of Ingham County.

The Community Health Center Board, upon committee recommendation, shall participate in the annual performance evaluation of the Executive Director with contribution by the Ingham County Health Officer, to be conducted in accordance with the U.S. Department of Health and Human Services, Bureau of Primary Care, Health Center Program expectations and Ingham County personnel policies.

##### **C. Financial Management**

The Community Health Center Board shall annually review the budget prepared by the Health Department for the operation of the Community Health Centers, after review and recommendation by the Community Health Center Board Finance Committee. The Community Health Center Board shall advise the Board of Commissioner's regarding this budget. The Community Health Center Board shall review and approve the Section 330 grant application and the annual Section 330 grant budget and recommend this budget to the Board of Commissioners after review and recommendation by the Community Health Center Finance Committee, at the time set forth in Article IX B.1. The Community Health Center Board and the Board of Commissioners shall jointly approve the annual Section 330 grant budget submitted to the U.S. Department of Health and Human Services, Health Resources and Services Administration, Bureau of Primary Health Care, Health Center Program.

The Community Health Center Board shall review management reports to support the Health Department and the Board of Commissioners in the operation of the Community Health Centers. The Community Health Center Board shall provide assurance to the U.S. Department of

Health and Human Services, Health Resources and Services Administration, Bureau of Primary Health Care, Health Center Program shall operate within the adopted budget. As set forth in Michigan law, the Community Health Center Board shall recommend to the Board of Commissioners a fee schedule for the services provided through the Community Health Centers and shall recommend to the Board of Commissioners policies for discounting fees (i.e. sliding fee scale) based on patient/family income.

Audits, as required by law for the 330 grant agreement shall be performed by an independent auditor. The audits may be performed in conjunction with other Ingham County audits.

**D. Evaluate Community Health Center Activities**

The Community Health Center Board shall evaluate utilization patterns, productivity, patient satisfaction, achievement of project objectives of the Community Health Centers, and shall review patient complaint trends or concerns unresolved at a staff level.

**E. Compliance with Laws**

The Community Health Center Board shall assure that the Community Health Centers are operated in compliance with applicable Federal, State, and local laws and regulations.

**F. Health Care Policy**

The Community Health Center Board shall work with the Board of Commissioners to establish policies for health care delivery, including those dealing with the scope, availability and types of services, location and hours of services, and quality of care audit procedures. The recommended policies will assist the Health Department and the Board of Commissioners to implement the objectives set out in Article III of these Bylaws.

**G. Grants**

The Community Health Center Board shall work with the Health Department and the Board of Commissioners to identify and make application for grant opportunities.

**H. Conflict of Interest**

No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds, if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee officer or agent or any member of his or her immediate family, his or her partner of an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents or the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to sub-agreements. However, recipients may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employers or agents of the recipients.

**Article XI – Fiscal Year**

The fiscal year of the Community Health Center Board shall be from October 1 through September 30

**Article XII - Order of Business**

The order of business of the Community Health Center Board shall be set by Board Chair and comply with *Mason's Manual of Legislative Procedure*.

**Article XIII – Amendments**

These Bylaws may be amended at a regular meeting of the Community Health Center Board by a two-thirds (2/3) vote of the entire membership of the Community Health Center Board, only after the proposed change has been presented and discussed at a previous regular meeting. Amendments to the Bylaws do not become effective until ratified by the Board of Commissioners, and signed and dated by the Community Health Center Board Chairperson, Executive Director for the Ingham Community Health Centers, and the Board of Commissioners' Chairperson.

**Article XIV – Proxy**

An absent Community Health Center Board member shall not be allowed to vote by proxy.

**Article XV – Parliamentary Authority**

The Parliamentary Authority of the Community Health Center Board shall be the *Mason's Manual of Legislative Procedure*.

**Conclusion**

To the extent that any of the Community Health Center Board Bylaws are contrary to the statutory requirements or Board of Commissioner's authorization, they shall be of no force or effect.

_____	_____
Community Health Center Board Chairperson	Date
_____	_____
Ingham County Board of Commissioner's Chairperson	Date
_____	_____
Executive Director of Ingham Community Health Centers	Date

APPROVED AS TO FORM  
FOR COUNTY OF INGHAM  
COHL, STOKER & TOSKEY, P.C.

By: \_\_\_\_\_  
Mattis D. Nordfjord

**TO:** Board of Commissioners Human Services Committee  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** January 2, 2019  
**SUBJECT:** Resolution to Accept Movie Theater Tickets from NCM America's Movie Network  
For the meeting agenda of January 14<sup>th</sup>, 2019

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**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to accept 6 movie theater passes from National CineMedia. ICHHD has placed ads on local movie theater screens for various public education campaigns on multiple occasions. The department's account representative at NCM would like to give ICHHD six movie theater passes in appreciation of the county's business. ICHHD would like to accept these passes and use them to incentivize community members to give feedback on ICHHD's communication initiatives. The passes will be provided to community members who participate in activities such as focus groups or surveys.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

There is no cost associated with accepting the tickets. The tickets are not given with any terms or conditions. The approximate value is \$55.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of ensuring complete and courteous responses to resident questions and inquiries, specifically section A.4(b) of the Action Plan – Provide responsive customer service and public engagement.

**OTHER CONSIDERATIONS**

Ingham County employees will not be eligible to receive the tickets.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend that the Board of Commissioners authorize ICHHD accepting movie theater tickets from NCM.



Introduced by the Human Services and Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF  
COMPLIMENTARY MOVIE THEATER PASSES FROM NCM**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept 6 movie theater passes from National CineMedia; and

WHEREAS, NCM America's Movie Network recently offered ICHD six (6) movie theater tickets as a token of appreciation for past business; and

WHEREAS, the tickets, valued at approximately \$55, are offered to ICHD without any conditions, terms or guarantees of future advertising purchases; and

WHEREAS, movie theater tickets will be used to incentivize community members to provide feedback on ICHD's Communication initiatives during focus groups, surveys and/or interviews; and

WHEREAS, county employees will not be eligible to receive tickets; and

WHEREAS, the Health Officer recommends accepting the movie theater tickets to be used as incentives for members of the general public.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes ICHD to accept the movie theater tickets to be used as incentives for members of the general public.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

**TO:** Board of Commissioners Human Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** December 27, 2018  
**SUBJECT:** Authorization to accept award through National Maternal and Child Oral Health Resource Center at Georgetown University

For the meeting agendas of January 14<sup>th</sup> and 16<sup>th</sup>, 2019

**BACKGROUND**

Ingham County Health Department (ICHHD) wishes to accept an award totaling \$10,000 for ICHHD's Community Health Centers(CHCs) for a *Partnership for Integrating Oral Health Care into Primary Care* project. The National Maternal and Child Oral Health Resource Center (OHRC) at Georgetown University (GU) has awarded \$10,000 to the Ingham Community Health Centers via the Health Department for the *Partnership for Integrating Oral Health Care into Primary Care* project. This project is supported by the Health Resources and Services Administration's Maternal and Child Health Bureau. As an awardee, Cedar Community Health Center will be participating with four other state Title V Maternal and Child Health (MCH) agencies and primary care settings effective January 1, 2019 through June 30, 2019.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

Accepting the \$10,000 award will support maternal and child oral health service enhancement activities conducted as part of Ingham CHC's participation in the *Partnership for Integrating Oral Health Care into Primary Care* project.

**STRATEGIC PLAN**

This resolution supports the overarching long-term objective of Promoting Accessible Healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend authorizing the acceptance of a \$10,000 award through the National Maternal and Child Oral Health Resource Center (OHRC) at Georgetown University (GU) for participation in the *Partnership for Integrating Oral Health Care into Primary Care* project, for the term of January 1, 2019 through June 30, 2019.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT AN AWARD THROUGH THE NATIONAL MATERNAL AND CHILD ORAL HEALTH RESOURCE CENTER AT GEORGETOWN UNIVERSITY**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept an award totaling \$10,000 for ICHD's Community Health Centers for a *Partnership for Integrating Oral Health Care into Primary Care* project; and

WHEREAS, the National Maternal and Child Oral Health Resource Center (OHRC) at Georgetown University (GU) has awarded \$10,000 to the Ingham Community Health Center's for a *Partnership for Integrating Oral Health Care into Primary Care* project; and

WHEREAS, this project is supported by the Health Resources and Services Administration's Maternal and Child Health Bureau; and

WHEREAS, as an awardee, Cedar Community Health Center will be participating with four other state Title V maternal and child health (MCH) agencies and primary care settings effective January 1, 2019 through June 30, 2019; and

WHEREAS, accepting the \$10,000 award will support maternal and child oral health service enhancement activities conducted as part of Ingham CHC's participation in the *Partnership for Integrating Oral Health Care into Primary Care* project; and

WHEREAS, the Ingham Community Health Center Board supports accepting the \$10,000 award through the National Maternal and Child OHRC at GU; and

WHEREAS, the Health Officer recommends accepting the \$10,000 award through the National Maternal and Child OHRC at GU.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize the acceptance of the \$10,000 award through the National Maternal and Child OHRC at GU for participation in the *Partnership for Integrating Oral Health Care into Primary Care* project.

BE IT FURTHER RESOLVED, that the term for the award agreement is January 1, 2019 through June 30, 2019.

BE IT FURTHER RESOLVED, that the County Controller/Administrator is authorized to make any necessary budget amendments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

**Agenda Item 8a**

TO: COUNTY SERVICES AND FINANCE COMMITTEES

DATE: JANUARY 2, 2019

FROM: STACY BYERS, INGHAM COUNTY FARMLAND AND OPEN SPACE  
PRESERVATION BOARD

SUBJECT: APPROVAL OF 2019 APPLICATION CYCLE RANKING

This resolution approves the 2018 application cycle ranking and establishes a priority for the top applications. In 2012 the BOC established the Purchasing Department as the designated party responsible for negotiating prices with landowners for the purchase of conservation easements. The 2018 ranked applications will go through the Purchasing Departments' Bid process to negotiate easement values.

There will be future costs associated with proceeding with negotiations on the top scoring farms, including, but not limited to, appraisal, survey, title commitment and insurance costs. Those costs are included in the 2019 budget.

Introduced by County Services and Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE RANKING OF THE 2019 FARMLAND AND OPEN SPACE PRESERVATION PROGRAMS APPLICATION CYCLE RANKING AND RECOMMENDATION TO PURCHASE PERMANENT CONSERVATION EASEMENT DEEDS ON THE TOP RANKED PROPERTIES**

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Board Preservation Program), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, on August 5, 2008, the voters of Ingham County approved the levy of 0.14 mills for the purpose of funding the Farmland and Open Space Board; and

WHEREAS, Resolution #10-100 directs the Farmland and Open Space Board to identify agricultural and open space property for inclusion in the program, to rank the applications received according to established criteria approved by the Board of Commissioners, and to select properties for purchase of Conservation Easement Deeds which requires approval by the Board of Commissioners; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to purchase Conservation Easement Deeds on Agricultural and Open Space properties in Ingham County; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all farmland open space applications received for the 2018 cycle and wishes to proceed with negotiations on the top ranked properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the 2019 Farmland and Open Space Application Ranking as attached, and approves the FOSP Board to proceed with negotiations on the top ranked properties.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.

# Ingham County FOSP Board 2018 Farmland Application Cyce Score and Rank

Farmland Applicant	Agricultural Productivity	Size of Parcels	Additional Ag Income	Proximity to Livestock Farms	Proximity to Sewer or Water	Proximity to Population Center	Road Frontage	Location to Protected Property	Block Applications	Add Ag Characteristics	MAEAP	Final Applicant Score
Arend Trust_	16.0	15.0	0	3	10	25	8	20	0	5	0	102.0
Beery_1	14.2	10.2	5	5	10	25	0	20	0	5	5	99.4
Powell_1	14.0	15.0	5	5	10	25	8	15	0	0	0	97.0
Osterle 2_2	14.8	15.0	5	3	10	10	8	20	0	0	5	90.8
Laycock Trus	15.5	15.0	0	5	10	20	8	5	6	0	0	84.5
Osterle 1_1	16.2	15.0	5	5	10	10	4	0	8	0	5	78.2
Osterle Trust	10.2	15.0	5	5	5	6	4	15	8	0	5	78.2
Osterle 5_1	14.4	11.9	5	3	7	10	8	5	8	0	5	77.3
Launstein Bo	11.0	15.0	0	5	10	8	8	10	5	5	0	77.0
Chamberlain_	15.7	13.5	0	0	7	10	4	20	5	0	0	75.2
Cheney #2_1	11.1	15.0	0	5	10	10	8	15	0	0	0	74.1
Osterle 6_1	14.2	15.0	5	0	5	10	4	5	8	0	5	71.2
Minnis Trust_	9.5	15.0	0	5	10	20	0	5	6	0	0	70.5
Osterle 4_1	14.4	8.7	5	3	5	10	6	5	8	0	5	70.1
DeForest_1	11.7	15.0	0	0	10	10	8	15	0	0	0	69.7
Balmer_1	14.9	9.2	5	3	5	20	6	0	0	0	5	68.1
Rogers J_2	14.8	15.0	5	0	5	6	4	10	8	0	0	67.8
Haynes #4_1	15.7	8.0	0	5	5	2	6	20	0	5	0	66.7
Launstein FL	10.5	15.0	5	5	10	8	8	0	5	0	0	66.5
Hill_1	15.0	9.2	5	5	5	15	0	0	5	0	5	64.2
Minnis D_1	15.2	11.2	5	5	5	2	4	15	0	0	0	62.3
Bigg_1	9.9	10.3	0	0	7	10	0	20	5	0	0	62.2
Hackworth B	6.1	15.0	0	5	5	4	4	10	8	0	5	62.1
Osterle 2_3	16.2	9.9	5	5	5	4	6	5	0	0	5	61.1
Clark_1	15.3	5.3	5	0	5	10	0	15	5	0	0	60.6
Irwin_1	14.5	7.4	0	0	10	8	0	20	0	0	0	59.9



Applicant	Riparian Land	Wetlands	Rare Species	Parcel Size	Potential Conservation Areas	Road Frontage	Forest Land	Open Land	Aquifer Recharge	Proximity to Designated Population Center	Location to Other Protected Property	Block Score	Applicant Score
Wildenthal Trust	0	1.3	5	15.2	6	1.1	6.1	0.9	0.0	20	10	0	65.6
Vandermeer	10	1.9	10	20.0	6	2.0	5.2	3.2	0.0	0	4	0	62.4
Launstein OS3	10	7.7	10	18.4	6	2.0	4.8	4.1	0.0	0	4	0	66.9
Linn J	10	0.8	5	20.0	6	2.0	1.7	0.7	0.0	15	0	0	61.2
Lewis	10	3.7	5	20.0	8	1.0	5.7	0.3	2.4	0	4	0	60.2
Davis	10	1.5	15	20.0	8	2.0	2.3	0.0	0.2	0	10	0	69.0
Rogers J	10	1.7	15	20.0	8	1.4	4.4	0.0	0.0	0	8	0	68.5
Balmer	10	0.1	5	18.2	6	2.0	1.0	0.0	0.0	15	0	0	57.2
Khourri	0	5.3	0	4.6	6	1.0	3.0	6.9	0.0	20	4	0	51.0
Launstein Boyko_1	10	1.3	10	20.0	6	2.0	1.6	1.5	0.0	0	6	0	58.5
Sheff	10	0.3	5	8.0	8	1.6	3.3	6.5	0.0	0	10	0	52.7
Coppernoll	10	0.2	0	20.0	6	2.0	2.3	0.0	2.3	0	4	0	46.8
Hill	0	3.1	15	18.6	6	1.4	4.5	0.8	0.0	10	0	0	59.4
Harris	0	1.3	5	7.9	6	1.0	3.5	2.6	3.1	10	8	0	48.5
Gruber	0	0.6	5	8.0	0	2.0	0.2	3.4	3.0	20	6	0	48.2
Boring	10	2.0	10	20.0	6	2.0	2.6	0.3	0.0	0	0	0	52.9
Jeffrey	10	1.2	5	16.4	6	1.6	2.4	0.8	0.0	0	0	0	43.4
Waldron	0	0.3	0	20.0	6	2.0	1.0	0.0	1.9	0	4	0	35.2
Wild	10	1.5	0	13.1	6	0.0	3.2	1.3	0.0	0	0	0	35.0
Launstein OS1	0	8.9	10	7.6	6	2.0	3.2	6.0	0.0	0	0	0	43.8
Bergeon and Osterle	0	1.8	0	7.5	6	0.7	7.7	0.0	0.0	5	0	0	28.7
Launstein OS2	0	2.0	10	8.1	6	2.0	2.1	6.8	0.0	0	0	0	37.0
Bergeon	0	1.4	0	15.8	0	2.0	6.3	0.0	0.3	0	0	0	25.7
Launstein Boyko_2	0	1.6	0	10.2	6	0.4	2.0	0.1	0.0	0	4	0	24.3
Nelton Jr.	0	0.2	0	7.3	0	1.5	3.0	4.0	0.0	0	8	0	24.0
McCarthy	0	0.1	10	11.8	6	1.2	4.3	0.0	0.0	0	0	0	33.4
Nack	0	3.7	0	7.3	6	0.5	4.6	1.2	0.0	0	0	0	23.3
Culver	0	1.7	5	2.1	6	0.1	3.4	6.4	0.0	0	0	0	24.7
Benjamin	0	0.3	0	12.7	0	2.0	0.0	0.0	0.0	0	0	0	15.0
Bergeon #2	0	0.0	0	2.9	0	1.3	0.0	0.4	3.9	0	0	0	8.5



**TO:** Board of Commissioners County Services and Finance Committees

**FROM:** Jared Cypher, Deputy Controller

**DATE:** December 27, 2018

**SUBJECT:** Resolution Authorizing a Contract Extension with Sheridan Land Consulting  
For the meeting agendas of January 15 and January 16

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**BACKGROUND**

This resolution authorizes a contract extension with Sheridan Land Consulting for technical assistance to the Ingham County Farmland and Open Space Preservation Board for the time period of January 1, 2019 through December 31, 2028.

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

The amount of the contract will not exceed \$75,104 in 2019 with increases annually at a rate consistent with the Consumer Price Index's Annual Inflation rate as authorized in Board of Commissioners Resolution #13-439.

This contract is to be funded solely from Farmland and Open Space Preservation Millage dollars.

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long term objective of promoting environmental protection, smart growth and conservation.

**OTHER CONSIDERATIONS**

The Farmland and Open Space Preservation Millage was renewed for an additional 10 years in November, 2018.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract extension with Sheridan Land Consulting.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CONTRACT WITH SHERIDAN LAND CONSULTING  
FOR CONSULTING SERVICES TO THE INGHAM COUNTY FARMLAND AND  
OPEN SPACE PRESERVATION BOARD**

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland Purchase of Development Rights Ordinance in July 2004 and the Ingham County Open Space Purchase of Development Rights Ordinance in October 2009; and

WHEREAS, the Ingham County Farmland Purchase of Development Rights Ordinances authorize the Ingham County Farmland and Open Space Preservation Board to oversee the implementation of the Farmland and Open Space Preservation Program; and

WHEREAS, the Ingham County Board of Commissioners was under contract with Sheridan Land Consulting for technical assistance for the implementation of the Farmland and Open Space Purchase of Development Rights Ordinance through December 2018; and

WHEREAS, the Farmland and Open Space Preservation Board has recommended approval of the contract with Sheridan Land Consulting to provide technical assistance through December 31, 2028; and

WHEREAS, funding for this contract will be derived from the Farmland and Open Space Preservation Millage dollars.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Sheridan Land Consulting for technical assistance to the Ingham County Farmland and Open Space Preservation Board for the time period of January 1, 2019 through December 31, 2028.

BE IT FURTHER RESOLVED, the amount of the contract shall not exceed \$75,104 in 2019 with increases annually at a rate consistent with the Consumer Price Index's Annual Inflation rate as authorized in Board of Commissioners Resolution #13-439.

BE IT FURTHER RESOLVED, this contract is to be funded solely from Farmland and Open Space Preservation Millage dollars.

BE IT FURTHER RESOLVED, the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

## Agenda Item 9

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Jared Cypher, Deputy Controller  
**DATE:** December 26, 2018  
**SUBJECT:** Resolution Authorizing an Agreement with the Ingham Conservation District  
For the meeting agendas of January 15 and January 16

---

### **BACKGROUND**

This resolution authorizes a 2019 agreement with the Ingham Conservation District.

### **ALTERNATIVES**

None.

### **FINANCIAL IMPACT**

This agreement will be for an amount not to exceed \$8,089. Funds for this agreement are included in the 2019 budget. Funds will be allocated as follows:

Staff Support - \$5,489

Education and Outreach - \$1,000

Vehicle and Property Maintenance - \$600

Office Support - \$1,000

### **STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long term objective of promoting environmental protection, smart growth and conservation.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support a 2019 agreement with the Ingham Conservation District.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH  
THE INGHAM CONSERVATION DISTRICT**

WHEREAS, Conservation Districts were established in response to the “Dust Bowl” to improve farming practices and be protective of the environment; and

WHEREAS, the Ingham Conservation District was established in 1946; and

WHEREAS, the role of Conservation Districts has expanded to be protective of all natural resources including soil, water, wildlife, etc.; and

WHEREAS, Ingham Conservation District made a budget request to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support; and

WHEREAS, the 2019 Ingham County budget includes \$8,089 for the Ingham Conservation District.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with the Ingham Conservation District to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support.

BE IT FURTHER RESOLVED, this agreement shall be for the period of January 1, 2019 through December 31, 2019 in an amount not to exceed \$8,089.

BE IT FURTHER RESOLVED, the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

## Agenda Item 10a and 10b

Memo to County Services Committee and Finance Committee

**From:** Patrick E. Lindemann, Ingham County Drain Commissioner

**Re:** Refunding Bonds for the Cook and Thorburn Drain Drainage District (“Cook and Thorburn”) and the Gilbert and West Town Intercounty Drain Drainage District (“Gilbert”)

January 2, 2019

I am requesting that the Board of Commissioners grant full faith and credit of the County for bonds that will refinance bonds that were issued in 2010 by the Cook and Thorburn drainage district and 2009 by the Gilbert drainage district. The original bonds were issued to finance drain projects constructed by these drainage districts at those times. Bonds are typically not subject to early redemption for 8 to 10 years, and with that mark approaching, it is now possible to refinance those bonds issues through the issuance of refunding bonds by these drainage districts. Due to the low interest rates currently available in the bond market, the registered municipal advisor to the drainage districts, PFM Financial Advisors LLC (“PFM”) is estimating that a refunding may provide significant savings. In the case of Cook and Thorburn’s bonds, the savings is estimated to be 5.00% of the prior bonds, with the net present value savings estimated to be \$291,000. For Gilbert’s bonds the savings is estimated at 3.8% of the prior bonds, with net present value savings of \$51,000.

Savings on both of these refunding bonds is projected to be well above the industry standard for moving forward with the issuance of refunding bonds and PFM is recommending that the drainage districts proceed with these refundings at this time.

The savings that are projected for these refunding bonds is net of issuance costs and is the present value of the savings to the date of issuance. The projections provided by PFM are projections and actual savings will be determined at the time the bonds are sold. If results received by the drainage districts at the time of sale do not produce an acceptable amount of savings, the drainage districts can reject the results and decide not to proceed with the refunding bonds.

The existing bonds already have the County’s full faith and credit pledged to them, so these refunding bond issues will merely replace bonds which already have the County’s existing pledge. It is necessary for the County to extend its full faith and credit pledge in order to obtain the rates that have been projected and to achieve these savings.

Since both the County and the County Department of Roads pay a portion of the assessments for each of these bond issues, the savings achieved through a refunding will lower costs for the County as well as the municipalities and property owners of the drainage district who are liable to pay for the projects.

The municipalities with benefits at-large for the Cook and Thorburn bonds are Aurelius Township, Alaiedon Township, and Delhi Charter Township. For the Gilbert bonds the Ingham County municipalities with benefits at-large are the City of Lansing and Delhi Charter Township.

I plan to attend your Committee meetings on January 15 and January 16, and the Board meeting on January 22, if necessary, to answer questions. Thank you for your consideration of my request.

It is an honor and a privilege to serve the citizens of Ingham County.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION PLEDGING FULL FAITH AND CREDIT TO  
COOK AND THORBURN DRAIN DRAINAGE DISTRICT REFUNDING BONDS**

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the County on January \_\_, 2019, at \_\_\_\_ p.m., local time.

PRESENT: Commissioners \_\_\_\_\_  
\_\_\_\_\_

ABSENT: Commissioners \_\_\_\_\_  
\_\_\_\_\_

The following resolution was offered by Commissioner \_\_\_\_\_ and supported by Commissioner:  
\_\_\_\_\_

WHEREAS, proceedings have previously been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the "Act"), for the making of certain intra-county drain improvements referred to as the Cook and Thorburn Drain Project (the "Project"), which was undertaken by the Cook and Thorburn Drain Drainage District (the "Drainage District") in a Special Assessment District (the "Special Assessment District") established by the Drainage District; and

WHEREAS, in order to provide funds to pay the costs of the Project, the Drainage District issued its 2010 Drain Bonds (General Obligation Limited Tax) (the "Prior Bonds") in the original aggregate principal amount of \$10,360,000 pursuant to the Act; and

WHEREAS, the principal of and interest on the Prior Bonds is payable from assessments made upon public corporations and/or benefited properties in the Special Assessment District; and

WHEREAS, the Ingham County Board of Commissioners (the "Board"), by resolution adopted by a majority of the members of the Board, pledged the full faith and credit of the County for the prompt payment of the principal of and interest on the Prior Bonds pursuant to Section 276 of the Act; and

WHEREAS, the Drainage District has received a savings report from PFM Financial Advisors LLC, that shows that refunding all or a portion of the Prior Bonds may provide a net present value savings with respect to the debt service on the Prior Bonds; and

WHEREAS, the Drainage District intends to issue refunding bonds in the amount of not to exceed \$6,240,000 (the "Refunding Bonds") in order to refund the Prior Bonds; and

WHEREAS, Act 34, Public Acts of Michigan, 2001, as amended provides that the Refunding Bonds shall be of the same character as the Prior Bonds and shall be construed to be a continuation of the Prior Bonds; and

WHEREAS, the Board desires to confirm the pledge of the County's full faith and credit to the Refunding Bonds as a continuation of the Prior Bonds; and

WHEREAS, the pledge of the full faith and credit of the County to the Refunding Bonds will provide a net interest cost savings and will be a benefit to the County and the people of the County.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Refunding Bonds in a par amount not to exceed \$6,240,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Refunding Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Refunding Bonds when due.

2. Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made as provided in the Act.

3. The Chairperson of the Board, the County Controller/Administrator, the County Clerk, the County Treasurer and any other official of the County, or any one or more of them ("Authorized Officers"), are authorized and directed to take all actions necessary or desirable for the issuance of the Refunding Bonds and to execute any documents or certificates necessary to complete the issuance of the Refunding Bonds, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer's Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to participate in the preparation of a preliminary official statement and a final official statement for the Refunding Bonds and to sign such documents and give any approvals necessary therefor.

4. Any one of the Authorized Officers is hereby authorized to execute a certificate of the County to comply with the continuing disclosure undertaking of the County with respect to the Refunding Bonds pursuant to paragraph (b)(5) of SEC Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended, and amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the "Continuing Disclosure Certificate"). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

5. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.



YEAS: Commissioners \_\_\_\_\_  
\_\_\_\_\_

NAYS: Commissioners \_\_\_\_\_

ABSTAIN: Commissioners \_\_\_\_\_

**COUNTY SERVICES:**

**Yeas:** \_\_\_\_\_

**Nays:** \_\_\_\_\_ **Absent:** \_\_\_\_\_ **Approved:** \_\_\_\_\_

**FINANCE:**

**Yeas:** \_\_\_\_\_

**Nays:** \_\_\_\_\_ **Absent:** \_\_\_\_\_ **Approved:** \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Barb Byrum, Clerk  
County of Ingham

**CERTIFICATION**

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the "County") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on January \_\_\_\_\_, 2019, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Date: January \_\_\_\_\_, 2019

\_\_\_\_\_  
Barb Byrum, Clerk  
County of Ingham

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION PLEDGING FULL FAITH AND CREDIT TO GILBERT AND WEST TOWN  
INTERCOUNTY DRAIN DRAINAGE DISTRICT REFUNDING BONDS**

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the County on January \_\_, 2019, at \_\_\_\_\_ p.m., local time.

PRESENT: Commissioners \_\_\_\_\_  
\_\_\_\_\_

ABSENT: Commissioners \_\_\_\_\_  
\_\_\_\_\_

The following resolution was offered by Commissioner \_\_\_\_\_ and supported by Commissioner:  
\_\_\_\_\_

WHEREAS, proceedings have previously been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the "Act"), for the making of certain intercounty drain improvements referred to as the Gilbert and West Town Intercounty Drain Project (the "Project"), which was undertaken by the Gilbert and West Town Intercounty Drain Drainage District (the "Drainage District") in a Special Assessment District (the "Special Assessment District") established by the Drainage District; and

WHEREAS, in order to provide funds to pay the costs of the Project, the Drainage District issued its Drainage District Bonds, Series 2009 (General Obligation Limited Tax) (the "Prior Bonds") in the original aggregate principal amount of \$2,700,000 pursuant to the Act; and

WHEREAS, the principal of and interest on the Prior Bonds is payable from assessments made upon public corporations and/or benefited properties in the Special Assessment District; and

WHEREAS, ninety-seven percent (97%) of the cost of the Project was apportioned by the Drainage Board for the Drainage District to the County of Ingham (the "County") and three percent (3%) of the cost of the Project was apportioned by the Drainage Board to the County of Eaton; and

WHEREAS, the Ingham County Board of Commissioners (the "Board"), by resolution adopted by a majority of the members of the Board, pledged the full faith and credit of the County, to the extent of special assessments against property and public corporations in the County, for the prompt payment of the principal of and interest on the Prior Bonds pursuant to Section 276 of the Act; and

WHEREAS, the Drainage District has received a savings report from PFM Financial Advisors LLC, that shows that refunding all or a portion of the Prior Bonds may provide a net present value savings with respect to the debt service on the Prior Bonds; and

WHEREAS, the Drainage District intends to issue refunding bonds in the amount of not to exceed \$1,485,000 (the “Refunding Bonds”) in order to refund the Prior Bonds; and

WHEREAS, Act 34, Public Acts of Michigan, 2001, as amended provides that the Refunding Bonds shall be of the same character as the Prior Bonds and shall be construed to be a continuation of the Prior Bonds; and

WHEREAS, the Board desires to confirm the pledge of the County’s full faith and credit to the Refunding Bonds as a continuation of the Prior Bonds; and

WHEREAS, the pledge of the full faith and credit of the County to the Refunding Bonds will provide a net interest cost savings and will be a benefit to the County and the people of the County.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Refunding Bonds to the extent of special assessments against property and public corporations in the County, and the County agrees that in the event that property owners or public corporations in the County shall fail to pay the amount of any such special assessment installment and interest (in anticipation of which the Refunding Bonds are issued) when due, or there is otherwise a shortfall of funds available to pay the principal of and interest on the Refunding Bonds attributable to the percentage of the Project apportioned to the County, then the County will immediately make such advancement from funds of the County and the County Treasurer is directed to immediately make such advancement to the extent necessary. The ability of the County to levy taxes to pay its share of the principal of and interest on the Refunding Bonds shall be subject to constitutional and statutory limitations on the taxing power of the County.

2. Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made as provided in the Act.

3. The Chairperson of the Board, the County Controller/Administrator, the County Clerk, the County Treasurer and any other official of the County, or any one or more of them (“Authorized Officers”), are authorized and directed to take all actions necessary or desirable for the issuance of the Refunding Bonds and to execute any documents or certificates necessary to complete the issuance of the Refunding Bonds, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer’s Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to participate in the preparation of a preliminary official statement and a final official statement for the Refunding Bonds and to sign such documents and give any approvals necessary therefor.

4. Any one of the Authorized Officers is hereby authorized to execute a certificate of the County to comply with the continuing disclosure undertaking of the County with respect to the Refunding Bonds pursuant to paragraph (b)(5) of SEC Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended, and amendments to such certificate from time to

time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the "Continuing Disclosure Certificate"). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

5. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.

YEAS: Commissioners \_\_\_\_\_  
\_\_\_\_\_

NAYS: Commissioners \_\_\_\_\_

ABSTAIN: Commissioners \_\_\_\_\_

**COUNTY SERVICES:**

**Yeas:** \_\_\_\_\_

**Nays:** \_\_\_\_\_ **Absent:** \_\_\_\_\_ **Approved:** \_\_\_\_\_

**FINANCE:**

**Yeas:** \_\_\_\_\_

**Nays:** \_\_\_\_\_ **Absent:** \_\_\_\_\_ **Approved:** \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Barb Byrum, Clerk  
County of Ingham

**CERTIFICATION**

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the "County") do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on January \_\_\_\_\_, 2019, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

Date: January \_\_\_\_\_, 2019

\_\_\_\_\_  
Barb Byrum, Clerk  
County of Ingham

**Agenda Item 11a**

TO: Board of Commissioners, County Services Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: 12/21/2018

SUBJECT: Purchase of Encryption Solution for OnBase from ImageSoft

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**BACKGROUND**

OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. It is key to our document management and several new projects will increase its streamlining of our processes. As this data is critical to our courts and could have sensitive personal identifiable information (PII) or law enforcement information network (LEIN) data in it, cybersecurity best practices dictate that it should have a more robust encryption on it. ITD has worked with ImageSoft to find an effective solution.

**ALTERNATIVES**

This software was the solution recommended both by Hyland who created and supports OnBase as well as ImageSoft who is our OnBase solution provider. Other solutions are available but are much more complex and costly for no appreciable increase in security.

**FINANCIAL IMPACT**

The funding for the \$17,569.02 for the software and installation will come from the County's Innovation and Technology Department Imaging Fund #636-25870-932050.

**OTHER CONSIDERATIONS**

None

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution for an Encryption Solution from ImageSoft in the amount not to exceed \$17,575.00.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE PURCHASE OF AN ENCRYPTION SOLUTION  
FROM IMAGESOFT**

WHEREAS, OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments; and

WHEREAS, utilization of the OnBase application by the County is key to our document management and cybersecurity is a priority for Ingham County; and

WHEREAS, the data in OnBase warrants having increased security by means of encryption; and

WHEREAS, the requested solution amount is in the approved 2019 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of an encryption solution from ImageSoft in the amount not to exceed \$17,575.00.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology's Imaging Fund (636-25870-932050).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.



**Agenda Item 11b**

TO: Board of Commissioners County Services Committee  
FROM: Deb Fett, CIO  
DATE: 12/21/2018  
SUBJECT: Renewal of the AT&T Mobility NetMotion Software Annual Support

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**BACKGROUND**

As part of the requirements to access LEIN, all data obtained through the LEIN system and put into any other electronic system must be kept safe. The data must be secured in a physically secure datacenter and transmitted across a secured or encrypted connection that is FIPS 140-2 compliant. Resolution #16-219 allowed us to purchase this software as a means to secure our dark fiber. This software allows our Sheriff's Office to be able to use the data outside of the Mason East complex.

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

The funding for the \$27,495.00 NetMotion VPN software support for 3 years will come from the County's LOFT fund (Law and Order Fund for Technology), account #63625820-932050.

**OTHER CONSIDERATIONS**

The LEIN audit has just been completed and having this software installed made the process much easier as there were no questions asked about our encryption.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution for NetMotion support renewals from AT&T Mobility in the amount not to exceed \$27,495.00.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE RENEWAL OF THE AT&T MOBILITY NETMOTION SOFTWARE ANNUAL SUPPORT**

WHEREAS, Ingham County Sheriff's Office requires access to the LEIN/CJIS data system that contains both police and corrections records; and

WHEREAS, access to this system is allowed on meeting certain data security requirements; and

WHEREAS, in order to meet the requirements for this access, the transmission of data must be encrypted to FIPS 140-2 standards; and

WHEREAS, the current licensing subscription agreement will expire on February 26th, 2019; and

WHEREAS, the annual contract amount is in the approved 2019 budget.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes renewal of the contract with AT&T for the NetMotion Mobility VPN Client Software support for an additional 3 years for an amount not to exceed \$27,495.00.

BE IT FURTHER RESOLVED, funds are budgeted for 2016 within account #636-25820-932050.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is authorized to make the necessary adjustments to the appropriate 2016 budgets consistent with this resolution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents or purchase documents that are consistent with this resolution and approved as to form by the County Attorney.

TO: Board of Commissioners, County Services Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: 12/19/2018

SUBJECT: Resolution – UPS Support Contract for Datacenters

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**BACKGROUND**

Nationwide Power has worked extensively with Ingham County to provide batteries, capacitors and filters on the uninterruptible power supply (UPS) in both the Mason facility datacenter and the 911 datacenter in the past. They have also provided support services and their performance has been very satisfactory so far. These UPS devices ensure that the systems and networks at our two datacenters will remain operational should a power failure occur and the site need to operate on generator power, while it also provides consistent filtered power.

**ALTERNATIVES**

It is possible to utilize a time and materials method for service but this would lower our priority and could negatively affect our uptime and service to the departments that rely on our systems.

**FINANCIAL IMPACT**

The funding for the \$22,708.62 quote for 3 years of support will come from the County’s Innovation and Technology Department’s Network Maintenance Fund #636-25810-932030.

**OTHER CONSIDERATIONS**

This quote was obtained through CDWG under the State of Michigan MiDeal contract. (#071B6600110)

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached contract for UPS Support provided by Nationwide Power from CDWG.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE UPS SUPPORT CONTRACT FROM CDWG**

WHEREAS, an Uninterruptable Power Supply (UPS) is a critical component to the Ingham County network and are located in both Ingham County Datacenters; and

WHEREAS, this UPS provides power to all computers and equipment in the Ingham County Datacenters in the case of a power failure; and

WHEREAS, Nationwide Power has been maintaining our UPS devices for several years and ITD is very happy with their service; and

WHEREAS, ITD utilized the State of Michigan MiDeal contract to obtain pricing from CDWG for Nationwide Power support; and

WHEREAS, the annual contract amount is in the approved 2019 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contracting with CDWG for 3 years of UPS support provided by Nationwide Power for our datacenters in the amount not to exceed \$22,708.62.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Network Fund #63625810-932030.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

## Agenda Item 12

TO: Board of Commissioners, County Services Committee and Finance Committee

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: January 2, 2019

SUBJECT: Authorization to purchase Softree Technical Systems, Inc. design software and Bentley Systems, Inc. graphics software

For the County Services Committee meeting agenda in January 15, 2019  
For the Finance Committee meeting agenda in January 16, 2019  
For the BOC meeting agenda in January 22, 2019

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This is a recommendation for the Board of Commissioners to authorize purchase of engineering design software and support services from Softree Technical Systems, Inc. and graphics software from Bentley Systems, Inc. The Road Department presently uses two Bentley Systems products to generate digital road and bridge construction plans. The design function is provided by OpenRoads Designer and graphics function is provided by MicroStation. We intend to keep using MicroStation for the graphics portion of our work, but want to replace OpenRoads Designer with Softree Technical Systems, Inc. RoadEng design software.

Using sophisticated software, such as RoadEng and MicroStation, is the most efficient way to generate road and bridge plans for the road and bridge construction industry. We have been using the Bentley MicroStation product for about 25 years and started using OpenRoads Designer about 4 years ago. OpenRoads Designer replaced our previous design software called EaglePoint, which stopped supporting our Bentley MicroStation graphics software.

Having struggled with an overly-complicated OpenRoads Designer software for the last four years, along with dealing with Bentley Systems' unfavorable business model, we have decided to make the change to Softree's RoadEng for our design software needs. The Bentley Systems business model allows users to open as many seats of the software as you want, but doesn't warn you that you have more seats open than you paid for. At the end of each quarter they then bill you for the over-use, which has cost us thousands of dollars during FY 2017 and 2018. All of the over-use costs we have incurred are due to the OpenRoads Designer software - not the MicroStation software. Softree's RoadEng design software gives us a less complex, more common sense, but complete design platform without the hidden costs we are experiencing with Bentley's OpenRoads Designer platform.

Along with the change of design software, we also want to increase the number of licensed seats from two to three. The additional seat will be used by a recently added engineer. If we were to stay with Bentley's OpenRoads Designer, the annual cost for three seats would be \$6,630.00 plus the aforementioned quarterly penalties for over-use. We propose to purchase three seats of the RoadEng software for \$7,120.00 instead.

I respectfully recommend that the Board of Commissioners adopt the attached resolution and authorize purchase of three seats of the Softree, RoadEng software for \$7,120.00, per the attached Softree quote, and renew our existing five seats of the Bentley, MicroStation software for \$5,070.00, per the attached Bentley Renewal quote.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE PURCHASE OF SOFTREE TECHNICAL SYSTEMS, INC.  
DESIGN SOFTWARE AND BENTLEY SYSTEMS, INC. GRAPHICS SOFTWARE**

WHEREAS, the Road Department currently uses design and graphics software products to generate road and bridge construction plans and facilitate construction staking for construction; and

WHEREAS, using sophisticated software is the most efficient way to generate road and bridge plans for the road and bridge construction industry; and

WHEREAS, the Road Department is seeking authorization to purchase three new seats of the Softree, RoadEng software for \$7,120.00 and renew our existing five seats of the Bentley, MicroStation software for \$5,070.00; and

WHEREAS, the Road Department, Director of Engineering recommends that the Board of Commissioners authorize purchase of the needed software.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes purchase of three seats of the Softree, RoadEng software for \$7,120.00, per the attached Softree quote, and renew our existing five seats of the Bentley, MicroStation software for \$5,070.00, per the attached Bentley Renewal quote.







# Renewal Quote

27 November 2018

Ingham County Road Commission  
Robert Peterson  
301 Bush Street  
MASON MI 48854-1007  
USA  
Tel No: +1 (517) 676-9722

SELECT Agreement: 10400947  
RQ Number: 41152777  
Customer ID: 4025146  
Expiration Date: 20 January 2019  
Pages: 1 / 3

Dear Sir/Madam,

Our records show that your current Bentley SELECT Agreement is due for renewal on 18 February 2019. We are very pleased that you have chosen Bentley as your technology partner and trust you have enjoyed the benefits of the program. We look forward to strengthening our relationship with your organization and continuing to sustain the productivity of your people, software and information.

**Subscription Period:** 18 February 2019 - 17 February 2020

**Billing Frequency:** Annual

**Payment Terms:** Net 30 Days

Annual Renewal Total: **9,490.00\*\***  
Currency: **USD**

\_\_\_\_\_  
(Subscriber's Signature)

\_\_\_\_\_  
(Subscriber's Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

- Please bill against PO # \_\_\_\_\_
- Purchase Order is not required. We will accept Bentley's invoice on the basis of this signed quote.

If you would like us to bill this quote against a Purchase Order, please indicate the purchase order number above and attach a copy with your acceptance of this quote. Any additional or different terms or conditions appearing on your purchase order, even if Bentley acknowledges such terms and conditions, shall not be binding on the parties unless both parties agree in a separate written agreement.

\*\*Prices shown on this quotation are excluding taxes. Applicable taxes will be included on invoices.



## Renewal Quote

SELECT Agreement: 10400947  
 RQ Number: 41152777  
 Customer ID: 4025146  
 Expiration Date: 20 January 2019  
 Pages: 2 / 3

Bill-to: Ingham County Road Commission  
 Robert Peterson  
 301 Bush Street  
 MASON MI 48854-1007  
 USA

Tel No: +1 (517) 676-9722  
 Fax No:

Site: 0004025146 Ingham County Road Commission , 301 Bush Street MASON , MI 48854-1007 , USA

Part No	Description	Quantity	Unit Pricing	Discount	Total
1003	MicroStation SELECT Subscription	5	1,014.00		5,070.00
12662	OpenRoads Designer SELECT Subscription	2	2,210.00		4,420.00
<b>Site Total:</b>					<b>9,490.00</b>
<b>Annual Amount Due:</b>					<b>9,490.00</b>
<b>Currency</b>					<b>USD</b>



## Renewal Quote

SELECT Agreement: 10400947  
RQ Number: 41152777  
Customer ID: 4025146  
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Pages: 3 / 3

By continuing your SELECT subscription, you benefit from a comprehensive program for the support of your Bentley applications. Your Bentley SELECT agreement is our commitment to continue to provide you and your organization with the highest levels of service. SELECT provides you with the flexibility you need to adapt to changing project requirements while keeping expenditures under control. Renewal of Bentley SELECT will ensure continuity of your following benefits:

- CONNECTservices which are now included for every SELECT subscriber
- Flexible Licensing Options, including annual portfolio balancing and pooled licensing
- 24/7/365 Support
- Anytime Software Upgrades

Discover more at [connect.bentley.com](http://connect.bentley.com)

In addition, significant new services have been added for SELECT and Enterprise License Subscription (ELS) subscribers. New CONNECTservices include:

- ProjectWise Connection Services: Teams securely create, share, and deliver data and documents and review project status and performance.
- Adaptive Learning Services: Users master use of Bentley applications through personalized, contextual learning delivered in application via CONNECT Advisor.
- Personal Mobility Services: Individuals work any time from any place through Bentley's apps.

This Renewal summary is in accordance with the terms and conditions of your SELECT Agreement.

Please do not hesitate to contact your Bentley representative Tina Morgan or file a Service request here if you have any inquiries or require any assistance.

Sincerely,

Tina Morgan  
Tel: +1 (610) 458-5000  
Fax:  
E-mail: [TINAMORGAN@BENTLEY.COM](mailto:TINAMORGAN@BENTLEY.COM)

### Export Control:

**You acknowledge that these commodities, technology or software are subject to the export control laws, rules, regulations, restrictions and national security controls of the United States and other agencies or authorities based outside of the United States (the "Export Controls").**

**You must not export, re-export or transfer, whether directly or indirectly, the commodities, technology or software, or any portion thereof, or any system containing such commodities, technology or software or portion thereof, without first complying strictly and fully with all Export Controls that may be imposed on them.**

**The countries subject to restriction by action of the United States Government or any other governmental agency or authority based outside of the United States, are subject to change, and it is your responsibility to comply with the applicable United States Government requirements, or those of any other governmental agency or authority based outside of the United States, as they may be amended from time to time. For additional information, see <http://www.bis.doc.gov>**